

CITY OF NEWARK, DELAWARE

2014 OPERATING BUDGET

Presented to City Council November 11, 2013



CITY MANAGER'S OFFICE

CITY OF NEWARK

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October 28, 2013

Newark City Council
City of Newark, Delaware

2014 GENERAL OPERATING BUDGET MESSAGE

The Honorable Mayor and Members of City Council:

On behalf of our departments and employees, I am pleased to submit our recommended 2014 General Operating Budget for your review and consideration. This budget represents, in financial terms, the City's operating plan for next year. As such, it stipulates the ongoing services the City will provide to our community and identifies the various revenue sources that will fund those services. Our operating budget was developed based on a prioritization of needs, revenue and cost assumptions, and overall benefit to our community. In the coming year, we look forward to realizing additional operational efficiencies associated with decisions made in 2012 and 2013. The predominant goals of the 2014 General Operating Budget are to continue to embrace opportunities for operational efficiencies, partnerships, and technology while maintaining or improving upon our service delivery and diversifying revenue sources. I look toward 2014 optimistically as we emerge from a transitional period and position our organization for 2015 and beyond.

2014 – Challenges and Initiatives

Rising personnel expenses and our underfunded pension and OPEB liabilities may be the most significant challenges to the 2014 Operating Budget and operating budgets into the next decade. Despite reorganization efforts that saved almost \$650,000 in wages and taxes, overall personnel expenses are expected to be \$1.7 million higher in 2014 than 2013. About \$700,000 of the increase is related to increases in pension and OPEB contributions, nearly \$350,000 is related to labor union cost increases, and \$400,000 is related to healthcare cost increases. Our pension liabilities are currently funded at a level of 64.9%, but we are taking steps to increase the funded status of the plan by contributing approximately \$300,000 more than the Annual Required Contribution (ARC) for 2014, which is already \$330,000 higher than 2013 by virtue of assumption changes aimed at closing the funding gap more quickly. While this effort will support increases to the asset side of the pension equation, we must also address the liability side of the equation through the modification of our future employee benefit provisions. Implementation of these measures has already begun for our newest management employees and should be deemed a priority for all other levels of our organization if our future financial health and success are valued and maintaining staffing and service levels is desired.

The 2014 Budget continues to move the City forward to address long-term infrastructure needs, and is the first budget proposal to recommend a meaningful and community minded solution to the City's most significant storm water infrastructure deficiencies. This year's budget focuses on the above mentioned storm water upgrades, electric substation improvements, information technology upgrades, the development of Curtis Mill Park, water main renovations, and large vehicle replacements in the refuse, electric, and sewer departments. In order to maintain and/or improve the character and physical framework of our community, each annual budget will continue to direct funding for infrastructure upgrades and maintenance where it can do the most good or reduce future costs.

As you know, we continue to be challenged by a relatively flat property tax base. We have seen positive movements in 2013 with the addition of the Bloom Energy property on the University of Delaware's (UD) Science, Technology and Research (STAR) Campus and an uptick in residential construction. Additional development opportunities that emerge at the STAR Campus (such as the proposed Data Centers project) could provide substantial revenue improvements and economic development opportunities in the years ahead. New real estate exemptions associated with the Newark Charter High School and the UD totaled more than \$3 million in 2013, partially offsetting gains and again highlighting the need to diversify our revenue streams. It is well known that over 40% of the property in Newark is exempt from taxation. This reality continues to present challenges to funding the provision of municipal services. Renewed efforts will be made to ensure that the impact of our above-average exemptions are well demonstrated to local representatives and State government as we end the year, with the goal of Newark being included in the State of Delaware's 2014 payment in lieu of taxes (PILOT) allocation. While we were unable to diversify our general fund revenue with PILOT funding, the successful negotiation of the Electric Service Agreement with the UD earlier this year provided an increased subvention payment into the General Fund as well as long-term rate stability and a guaranteed minimum charge for electric delivery. Additionally, this successful negotiation kicked off an increased spirit of cooperation and partnership between our two organizations.

The City's financial policies, first adopted in 2009, will be revised and presented to Council for approval in 2014. The primary goals of the revisions are to reshape the cash and investment targets, establish an investment policy statement, and clarify certain sections of the debt and revenue policies.

Our general fund departments have been instructed to continue to strive towards reaching optimum efficiencies. This requirement will be assisted over time by our commitment to fully evaluate alternative options for service provision and deployment, as well as increased use of technology. Initiatives such as the installation of a new voice over internet protocol (VOIP) phone system, the introduction of smart meters, the implementation of a vehicle tracking and deployment system (GPS) and realignment of existing departments and their responsibilities will provide the necessary momentum for achieving the desired efficiencies.

As noted last year, our award winning Main Street has become a destination to be celebrated which naturally translates to an increased number of visitors downtown. Certainly our organization and community derive a great benefit from the success of our downtown area, although with this success comes increased pressure for additional parking. It is likely that efforts put forth in 2013 will result in the parking solution we have been seeking in a very creative and

cost effective manner. Accordingly, you will note that the five-year CIP plan reflects parking improvements in 2015, 2016, and 2017.

In developing the 2014 General Operating Budget, we continue to be sensitive to the concerns of our community and you, our Mayor and Council, in regards to tax and utility rate increases. While some may well consider any increase to be insensitive, the fact remains that increased revenues are necessary, and have been recommended to allow our organization to maintain service levels, continue to improve our infrastructure, and in general keep up with the increased costs of running our City. With that said, rest assured that I am committed to continued evaluation of our operations and making tough decisions if they are in the best interest of our community. Our management team has demonstrated to me their commitment as well. Actions implemented last year and earlier this year have assisted in developing a higher degree of expectation for the delivery of services and evaluating our operations. This new realization that returning to the status quo is not in our future and fully understanding what we are in business to do (serve our community) will continue to spur innovative approaches and partnerships that shape our new reality as an organization. An article in the October 2013 issue of the International City/County Management Association (ICMA) sums this section up well as it suggests that "The next 10 years will most likely be a defining period for local governments, including your own." The theme of which further suggests the need for local governments like our own to face challenges and seize opportunities for organizational change.

The 2014 Budget in Summary

The proposed budget for 2014, including the Capital Improvements Program, results in an annual surplus of \$242 thousand, which represents less than 0.6% of total revenues. While any surplus is a positive signal and acceptable by Code, the small surplus does not generate any meaningful progress toward the reserve goals of approximately \$30 million set with the adoption of the City's financial policies in April of 2009 and confirmed with the proposed policy revisions. The expenditure budget does, however, make a meaningful \$300,000 contribution to the City's Pension Fund over and above the ARC payment of \$3.1 million.

The major components of the consolidated budget are as follows:

	<u>2013</u>	<u>2014</u>
Operating Budget	\$ 33,789,662	\$ 36,254,430
Capital Budget	4,059,955	4,808,483
Debt Service	1,473,703	2,226,988
Unappropriated Surplus	<u>174,814</u>	<u>242,527</u>
Total	<u>\$ 39,498,134</u>	<u>\$ 43,532,428</u>

City wide operating revenues are expected to increase by more than \$4 million, or about 10.2% versus the 2013 budget, to \$43.6 million. Approximately \$750,000 of the revenue growth is driven by an increase in water revenue as a result of improved meter performance and a 7.2% water rate increase as prescribed by the City's 2011 water rate study. Likewise, the 2014 sewer revenue budget is roughly \$865,000 higher as a result of the improved water meter performance

and the 2013 rate increase. The water and sewer revenue increases are partially offset by increased operating and capital expenses. Electric contributions are expected to notch upward by \$400,000, or 4.3% from the 2013 budget. Reduced rates attributable to a larger Revenue Stabilization Adjustment (RSA) pass back in 2014 is expected to reduce revenue, but the reduction will be more than offset by decreased wholesale power costs. Net of utility purchases, the electric, water and sewer utilities will combine to provide an increase of \$2 million in gross margin. In the Parking Division, revenues are expected to increase by \$700,000 as a result of the efficiencies and dynamic rate setting capabilities featured in the proposed smart parking meter installation project.

A 1.5% (one cent) property tax increase is being recommended for 2014, which will generate approximately \$83,500 in annualized revenue. The rate increase is being pegged with the Philadelphia region CIP increase in an effort to provide revenue growth as our general fund costs increase. Commercial refuse service has been terminated, which will result in a revenue decrease of about \$150,000. Despite the loss of revenue, this change is estimated to result in net operational savings of \$22,000 for the first year in wages alone, with increased savings to follow. Permit, business license, and realty transfer taxes are expected to increase marginally as a result of more active commercial and residential development throughout the City. Fine revenue is expected to increase by almost \$158,000 with the introduction of a court security fee, the proceeds of which are targeted to fund enhancements to building security at the Municipal Building. Park fees, special refuse collection, subvention and grant revenue, and other revenues are generally flat from 2013.

Total operating expenses are expected to increase by \$2.5 million, or 7.3%, to \$36.3 million versus \$33.8 million in the 2013 budget. Personnel expense increases of \$1.7 million constitute the majority of that increase and as mentioned in the discussion of our key challenges, are driven by increases in pension and OPEB costs of \$700,000, health care cost increases of \$400,000, and \$350,000 in union contract increases. If not for the reorganization of the Public Works and Water Resources Division, which saved nearly \$650,000 in salaries, wages, and taxes, the personnel increase alone would have approached \$2.6 million this year. Expenses for materials and supplies are set to decrease 3.4%, or about \$69,000, as a result of cost cutting measures implemented across departments. Contractual expenses are increasing about 10% to account for increasing legal expenses, the increasing cost of information technology maintenance, third party court security expenses, electric substation maintenance, and general liability insurance increases. Depreciation and other expenses are up roughly \$247,000 as our fixed asset inventory grows and we plan for operating contingencies.

The net capital improvements program for next year totals \$4.8 million, which represents an increase of almost \$750,000 over 2013. Key projects reflected in the 2014 program include the replacement of electric substation equipment, water main renovations, water tank maintenance, SCADA projects in the electric and water utilities, the completion of the Curtis Mill Park, a \$1.350 million street program (including the Cherry Hill Manor service roads), a VOIP phone system upgrade, smart parking meters, and various vehicle and equipment replacements. The Capital Program for 2014-2018 was presented to the Planning Commission on October 1, 2013, where it was recommended for approval. Please note that this budget submission shifted the proposed storm water projects discussed at the September 30, 2013 workshop from the operating budget to the capital budget for clarity and simplicity. In addition, one project related to

automatic vehicle identification in the Parking Fund was not part of the original presentation to the Planning Commission, but is deemed necessary.

As mentioned earlier, the annual surplus is projected to be \$242,000. To achieve the City's financial goals established by Council, the annual operating surplus must be stronger in the coming years. For example, an annual operating surplus of \$3 to \$4 million would be required to meet the goal of \$30 million in long-term cash reserves within a five-year period. The forecasted cash balance at the end of 2014 is \$24.6 million, an increase of \$187,000 from the 2013 budget and a decrease of \$3.6 million from the 2013 projection.

Operating Revenues

	<u>2013</u>	<u>2014</u>	<u>Percent Increase (Decrease)</u>
Net Utility Revenue	\$ 23,996,663	\$ 25,967,869	8.2%
Property Tax	5,458,058	5,615,180	2.9%
Realty Transfer Tax	1,100,000	1,250,000	13.6%
Other Taxes and Fees	444,595	447,500	0.7%
Fines	2,087,469	2,405,021	15.2%
Permits & Licenses	1,658,339	1,878,630	13.3%
Park Fees	563,904	557,040	-1.2%
Commercial Refuse	23,000	11,280	-51.0%
Parking	2,166,484	2,967,440	37.0%
Investment Income	241,590	301,800	24.9%
Subventions	211,500	516,620	144.3%
Other Revenue	<u>1,546,532</u>	<u>1,614,048</u>	<u>4.4%</u>
Total	<u>\$ 39,498,134</u>	<u>\$ 43,532,428</u>	<u>10.2%</u>

Utility contributions of nearly \$26 million are 8.2% higher than the 2013 budget as a result of the water and sewer volume and rate increases cited earlier in the budget summary. The electric utility is expected to return 20%, which represents an improvement of \$416,000 over the 2013 budget. The water and sewer utilities should return 17% and 18%, respectively. The water rate increase of 7.2% effective January 2014 is required to restore margins to levels observed prior to 2012 and to catch up on the recommendations put forth in the Black & Veatch rate study of 2011. Please note that while no sewer rate increase is planned, our sewer rates may need to be adjusted in July of 2014 to account for changes to New Castle County sewer rates. This potential change is not included in the proposed budget.

As discussed above, the budget proposes to increase the tax rate by 1.5% (equal to one cent) on July 1, 2014. Property tax receipts in 2014 are expected to exceed the 2013 budget by \$157,000. Note that only half of the annualized increase attributable to the tax increase, or \$41,700, is recognized in the budget year 2014 due to timing the increase with the assessment period. The remaining variance is attributable to \$42,000 generated by the Bloom Energy property on the STAR Campus and more than \$73,000 resulting from other organic growth in the tax base throughout 2013 as well as the portion of the 2013 rate increase realized in 2014.

The realty transfer tax is expected to reach the 2013 projection of \$1.4 million, net of large, one-time transfers experienced during 2013. The increase in the realty transfer tax and the expected increase in building permit and licensing revenue is attributable to the uptick in residential and commercial construction and home sales activity that has been persisting over the last several years in Newark. Existing fine revenue is expected to dip slightly, but the increase from 2013 to 2014 is attributable to the addition of a court security fee, which will be used to fund security measures in the Municipal Building. Parking revenues are set to increase by virtue of a smart parking meter installation scheduled for early 2014. Feedback from the University of Delaware pilot indicate parking meter revenue increases of 115% without increasing the base parking rates. The subvention revenue is increasing and available to our general fund activities, but the amount of the increase is perfectly offset in the University of Delaware ESA in the form of a credit for demand charges. This offset further addresses the outcome of the rate study in relationship to rates previously charged to the UD.

The operating revenues exclude the storm water fee being proposed, which would be set aside in a special revenue fund for the purpose of meeting expenses associated with the storm water improvements outlined at the storm water workshop and incorporated in the CIP program in the water fund. Keeping the revenue and expense within the water utility fund, but outside of the operating budget, was necessary in order to avoid skewing the numbers that constitute the water operating margin.

Operating Expenses

Operating expenses are projected to increase by 7.3% to \$36.3 million next year:

	<u>2013</u>	<u>2014</u>	<u>Percent Increase (Decrease)</u>
Personnel Services	\$ 24,716,830	\$ 26,427,951	6.9%
Materials & Supplies	2,006,199	1,937,399	-3.4%
Contractual Services	5,690,644	6,266,056	10.1%
Equipment Depreciation	1,109,840	1,249,269	12.6%
Other Expenses	<u>266,149</u>	<u>373,755</u>	<u>40.4%</u>
Total	<u>\$ 33,789,662</u>	<u>\$ 36,254,430</u>	<u>7.3%</u>

Personnel expenses, comprised of wages and benefits, are increasing by \$1.7 million overall. The composition of the increase – \$1.2 million in pension, OPEB, health and other benefits versus \$0.5 million in contractual and other salary increases – is well documented in the opening sections of this narrative. Other than \$300,000 in additional pension contributions and \$147,000 in management salary increases, the remainder of the variance is unable to be avoided.

Materials and Supplies are decreasing for the second year in a row, down 3.4% this year after last year's 4.8% reduction. The decreases can be attributed to measures implemented by various departments to increase efficiencies and reduce costs while maintaining the level of service we have come to appreciate.

Contractual expenses are increasing about 10%, or \$575,000, reflecting the continued effort to budget a more appropriate level of funding for legal fees (representing \$320,000 of the increase), the increasing cost of information technology maintenance, third party court security expenses, electric substation maintenance, and general liability insurance increases. Contractual services expenses are flat in the Planning, Code and Parks Departments and decreasing in the PWWR Refuse and Engineering divisions. Depreciation and other expenses are up roughly \$247,000 as our fixed asset inventory grows and we plan for operating contingencies. In addition to the \$2.5 million increase in operating expenses, debt service requirements are increasing by \$750,000, from \$1.47 million to \$2.22 million, as a result of the water and electric smart meter lease obligation, which is offset with guaranteed water revenue increases and operational savings.

The Capital Improvements Program

Gross capital expenditures for 2014 total \$12.8 million. A net amount of \$4.8 million will be funded by current resources. Other funding will be provided through the use of capital and equipment replacement reserves, grants and other sources, including the residential (\$7.50/month) and commercial (\$30/month) storm water fees, which are separate from the operating budget. In terms of the use of current resources, this year's budget represents an increase of \$0.8 million over 2013. A breakdown of expenditures by fund and funding sources follows.

<u>Expenditures</u>	<u>2013</u>	<u>2014</u>
Electric Fund	\$909,000	\$1,393,790
Water Fund	\$1,364,600	\$3,805,000
Sewer Fund	\$160,000	\$608,000
Public Works-Gen. Fd.	\$2,325,500	\$3,408,670
Public Works-Maint Fund	\$45,000	\$30,000
Police Department	\$154,000	\$266,385
Parks & Recreation Dept.	\$1,070,000	\$1,671,744
Parking Fund	\$0	\$649,250
Other Departments	\$361,455	\$932,520
Gross Capital Expenditures	<u>\$6,389,555</u>	<u>\$12,765,359</u>
<u>Funding Sources</u>		
Gross Capital Improvements	\$6,389,555	\$12,765,359
Less: Use of Reserves	(\$428,000)	(\$3,357,943)
Equipment Replacement	(\$1,106,600)	(\$1,750,569)
Grants/Other Sources	<u>(\$795,000)</u>	<u>(\$2,848,364)</u>
Net Capital Expenditures	<u>\$4,059,955</u>	<u>\$4,808,483</u>

For detailed information about each of the projects composing the 2014 program, please refer to the CIP budget document.

Fund by Fund Commentary

General Fund

The General Fund serves to account for the requirements to provide typical municipal services such as public safety, planning, administration, parks and recreation, and public works functions. Newark's general fund remains dependent on transfers from the Enterprise Funds to maintain a positive fund balance. While we have made efforts recently to abate the magnitude of the transfers, a continued effort to reduce this reliance and diversify our revenues must remain a priority so that fluctuations of enterprise revenues have less of an impact on funding the fundamental services we provide our citizens. It is important to recognize that absent these transfers, the General Fund would experience an operating deficit of nearly \$8 million in 2014, which is over and above operating deficits in the other governmental funds and other funds of \$3.8 million and \$700,000 respectively.

Other Governmental Funds

Other governmental funds include the Street Fund, Capital Fund, various grant and miscellaneous funds. The Street Fund is used to budget and account for the City's street maintenance program. All capital projects associated with General Fund activities are budgeted and accounted for in the Capital Fund. These two funds are typically supported by transfers from the Enterprise Funds.

Enterprise Funds

The Enterprise Funds are comprised of the Electric, Water, Sewer and Parking Funds. These funds are intended to be self-supporting and also contribute to the General Fund via operating transfers. Stable to lower wholesale power rates are predicted for 2014 and 2015.

The Electric Fund is projected to have a \$10.1 million operating surplus, before transfers to the general fund in 2014. This year's transfer to the general fund is less than the 2012 transfer pursuant to the memorandum of understanding executed with the Governor's Office in 2012. In 2012 and 2013, electric rates were adjusted downward through the Revenue Stabilization Adjustment (RSA), primarily as a result of falling wholesale power supply costs.

The Water Fund is projected to have a \$1.4 million operating surplus in 2014, which represents a margin of 16.8%. While this figure remains below the target established by the City's financial policies, it represents a significant improvement over the margin budgeted in 2013. The rate increase implemented in 2013 and proposed for 2014 were recognized by the Black & Veatch rate study as necessary to fund required capital investments in the water utility infrastructure, to fund debt service, and to provide for adequate transfers to the General Fund.

Transfers to the General Fund from utilities is a common practice and has been the customary way that Newark has addressed general fund revenue needs versus the option of tax increases or identifying other revenue streams. Reducing this reliance over time is noted to be in the best interest of our community in association with rate comparisons.

The Sewer Fund is projected to have a \$1.2 million operating surplus in 2014. As noted previously, there may be a need to adjust sewer rates in July 2014 should the County sewer rates change.

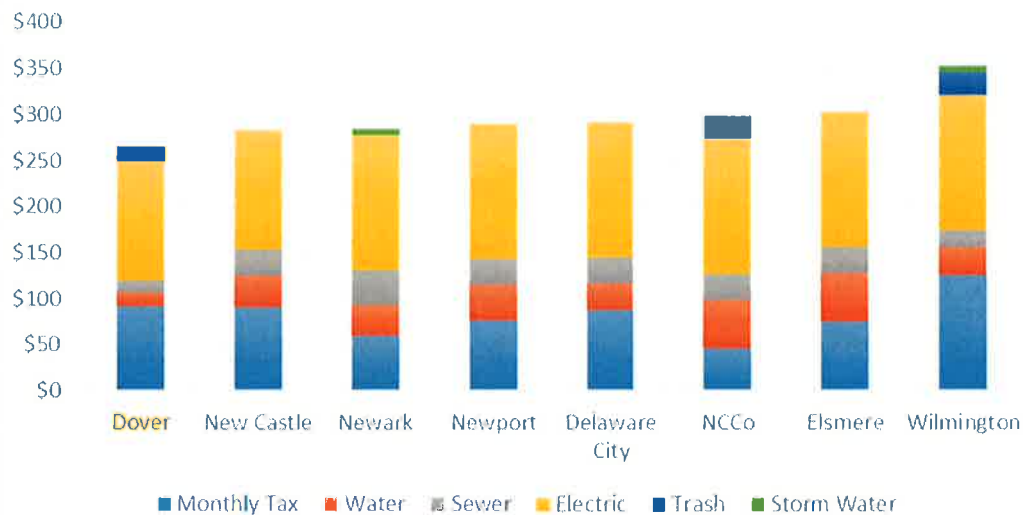
The Parking Fund is expected to generate an operating margin of \$379,000 in 2014, which will serve to maintain the fund balance at roughly \$3 million through the year after transfers and non-operating expenditures. As we inch closer to the reality of a permanent parking solution on Main Street, whether it lands in Lot #1, Lot #3, or both, we will consider alternative funding sources in an effort to minimize the impact on our cash reserves.

Still Competitive

Property tax and utility rate increases are rarely popular among paying customers, but as this document has demonstrated, our costs to provide services are constantly on the rise. We are attempting to strike a balance between identifying efficiencies to reduce costs without sacrificing services and making necessary rate increases. In other words, the burden is not being placed entirely on the rate payers. We are actively discussing and evaluating options to curb future expenses.

Even with the introduction of the \$7.50 per month storm water fee, a 7.2% water rate increase, and a 1.5% tax increase, the City's total, comprehensive cost of service is competitive among our peers in New Castle County. Aside from Dover, which is a marginal comparable due to its location in Kent County, only the City of New Castle's combined rates for property taxes, water, sewer and electric utilities, waste disposal, and storm water are lower than Newark's, and by a nominal \$1.55 per month. The chart below reinforces the reality that Newark continues to remain very competitive. Few communities in our state or otherwise can now boast of a thriving Great American Main Street and downtown, an award winning trails and park system, consistent economic development, the provision of highly ranked city services, a fully accredited police department and cultural entertainment, and sports and recreational opportunities, as well as being home to a prestigious university community.

Comprehensive Cost of Service Monthly Average, 2013-14



Moving Forward

Future budget cycles will likely feature modest tax increases, fixed or capped electric revenue transfers, and slow growth in utility revenues. However, our expenses will continue to grow at a faster pace than revenues. We will be challenged to balance our commitment to high service levels with the need for higher revenues, new revenues or service delivery modifications. Efforts to address future employee benefit packages as has already been accomplished for management will be necessary to gain control of future liabilities. These efforts should begin to provide some relief, while tax base growth initiatives through the varied and extensive economic development efforts underway are beginning to bear fruit for our revenue base. Improved engagement with existing companies that are doing great work right here in Newark will also be initiated and celebrated to further drive home the fact that Newark is a great place for business. Initiatives such as gaining a better understanding of the rental needs of our community and working to improve property maintenance standards within our neighborhoods will add to our high quality of life and the attractiveness of our community. Overall, Newark fares well at this time but efforts to position our community in a place of continued growth and increased revenue diversification must be embraced.

Budget Presentation and Schedule

The 2014 Budget document is arranged to comply with generally accepted accounting principles. Each operating budget is assigned to a fund group. The order in which they appear is Consolidated, General Fund, Other Governmental Funds, Enterprise Funds, and other Miscellaneous Funds. As in the past, consolidated revenue and expenditure summaries are presented in the front of the document, and each operating budget includes tables, statistics and annual reports for its individual department or division.

The following schedule for processing the 2014 Budget is proposed to meet the requirements of the City Charter:

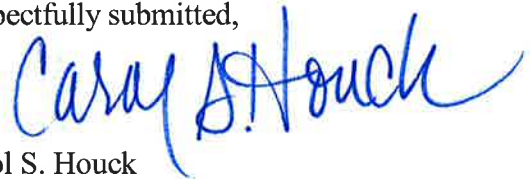
Presentation to Council	October 28, 2013
Public Hearing	November 11, 2013
Adoption*	December 9, 2013

*Council may, at its discretion, adopt the budget immediately after the public hearing on November 11, 2013.

The preparation and compilation of the 2014 Operating Budget was the result of much hard work and tough but necessary decisions by many involved. In particular, the Finance Department including Lou Vitola, Finance Director; Wilma Garriz, Assistant Finance Director; Jim Smith, Accountant, and many other members of the Finance Department worked diligently in coordinating the preparation of this document. Likewise, our Directors should be commended for thoroughly evaluating the positions of their departments for the coming year and years ahead by anticipating needs and considering opportunities. I also thank Deputy City Manager Andrew Haines for his role in preparing personnel related figures in association with the extensive departmental modifications over the past year and for his continued support to our departments and me under our restructured Administrative Department.

I also thank you, Newark's elected officials, for your commitment to our City and your support of the hard work of our many employees. Your dedication to give of your time, your skills, and your care to the citizens and businesses of Newark, Delaware is greatly appreciated.

Respectfully submitted,



Carol S. Houck
City Manager

CITY OF NEWARK, DELAWARE

2014 OPERATING BUDGET

SUMMARY SECTION

Presented to City Council November 11, 2013

CITY OF NEWARK, DELAWARE
2014 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
SUMMARY OF REVENUE AND EXPENSES

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	BUDGET 2014	CHANGE FROM 2013 BUDGET
Revenue							
Utilities Contributions	\$17,954,183	\$24,729,516	\$23,935,341	\$25,183,923	\$23,996,663	\$25,967,869	8.2%
Property and Realty Taxes	5,949,963	6,205,974	6,412,978	6,841,073	7,002,653	7,312,680	4.4%
Property Tax Rate	\$0.5558	\$0.5558	\$0.6458	\$0.6858	\$0.6961	\$0.7065	1.5%
Fees for Service	5,416,820	7,036,096	7,306,168	7,212,419	6,499,196	7,819,411	20.3%
Intergovernmental Revenue	1,220,088	1,586,092	1,482,360	1,223,233	1,341,403	1,552,797	15.8%
Other Revenue	715,717	972,307	1,454,343	857,578	658,219	879,671	33.6%
Total Operating Revenue	\$31,256,771	\$40,529,985	\$40,591,190	\$41,318,226	\$39,498,134	\$43,532,428	10.2%
Expenditures							
Personnel Services	\$22,044,421	\$22,953,786	\$24,271,551	\$24,346,860	\$24,716,830	\$26,427,951	6.9%
Materials and Supplies	1,890,583	1,884,014	1,934,340	1,994,414	2,006,199	1,937,399	-3.4%
Contractual Services	3,636,116	4,351,758	5,655,170	5,321,726	5,690,644	6,266,056	10.1%
Equipment Depreciation	1,036,738	1,200,636	1,083,434	1,112,577	1,109,840	1,249,269	12.6%
Other Expenses	315,928	229,021	269,417	325,208	266,149	373,755	40.4%
Total Operating Expenses	\$28,923,786	\$30,619,215	\$33,213,912	\$33,100,785	\$33,789,662	\$36,254,430	7.3%
Capital Improvements							
Gross Capital Improvements	\$3,985,368	\$3,558,180	\$8,895,490	\$10,650,063	\$6,389,555	\$12,765,359	99.8%
Less: Use of Reserves	(1,487,303)	(525,634)	(2,038,186)	(4,233,575)	(428,000)	(3,357,943)	684.6%
Equipment Replacement	(486,233)	(652,591)	(971,278)	(599,318)	(1,106,600)	(1,750,569)	58.2%
Grants	(573,382)	(1,514,952)	(2,155,378)	(3,833,045)	(795,000)	(1,348,364)	69.6%
Bond Issues	(147,800)	-	(5,861)	-	-	-	0.0%
Other Sources	-	-	-	-	-	(1,500,000)	100.0%
Net Capital Improvements	\$1,290,650	\$865,003	\$3,724,787	\$1,984,125	\$4,059,955	\$4,808,483	18.4%
Debt Service	\$1,965,622	\$1,739,140	\$2,221,509	\$1,473,535	\$1,473,703	\$2,226,988	51.1%
Net Current Surplus	(923,287)	7,306,627	1,430,982	4,759,781	174,814	242,527	38.7%
TOTAL EXPENDITURES AND SURPLUS	\$31,256,771	\$40,529,985	\$40,591,190	\$41,318,226	\$39,498,134	\$43,532,428	10.2%

CITY OF NEWARK, DELAWARE
2014 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
OPERATING REVENUES

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET	CHANGE FROM 2013 BUDGET
	2009	2010	2011	2012	2013	2014	
Utility Revenue							
Electric	\$50,805,537	\$57,694,111	\$56,106,084	\$53,345,700	\$52,339,939	\$49,561,823	-5.3%
Water	4,876,156	6,275,547	6,171,217	7,185,515	7,245,854	8,009,903	10.5%
Sewer	4,167,866	5,526,529	5,629,012	5,999,619	5,832,611	6,701,309	14.9%
Total Revenue	\$59,849,559	\$69,496,187	\$67,906,313	\$66,530,834	\$65,418,404	\$64,273,035	-1.8%
Less: Utilities Purchased	41,895,376	44,766,671	43,970,972	41,346,911	41,421,741	38,305,166	-7.5%
Total Utility Contributions	\$17,954,183	\$24,729,516	\$23,935,341	\$25,183,923	\$23,996,663	\$25,967,869	8.2%
Tax Revenue							
Realty Transfer Tax	\$1,000,710	\$969,617	\$988,807	\$1,162,016	\$1,100,000	\$1,250,000	13.6%
Property Tax	4,510,410	4,785,192	4,998,395	5,214,381	5,458,058	5,615,180	2.9%
Penalties	66,026	64,616	25,816	49,864	51,200	38,870	-24.1%
Franchise Tax	372,817	386,549	399,960	414,812	393,395	408,630	3.9%
Total	\$5,949,963	\$6,205,974	\$6,412,978	\$6,841,073	\$7,002,653	\$7,312,680	4.4%
Fees for Service							
Fines	\$1,968,186	\$2,239,742	\$2,391,969	\$2,280,264	\$2,087,469	\$2,405,021	15.2%
Business License Fees	150,016	152,078	131,124	143,079	144,839	132,180	-8.7%
Permits and Licenses	1,172,372	2,126,960	1,866,987	1,818,569	1,513,500	1,746,450	15.4%
Park Fees	609,299	522,701	538,444	570,867	563,904	557,040	-1.2%
Commercial Refuse & Transfer Sta.	23,869	178,467	222,645	183,323	23,000	11,280	-51.0%
Parking Lots	892,380	1,100,800	1,379,655	1,377,054	1,301,484	1,402,440	7.8%
Parking Meters	600,698	715,348	775,344	839,263	865,000	1,565,000	80.9%
Total	\$5,416,820	\$7,036,096	\$7,306,168	\$7,212,419	\$6,499,196	\$7,819,411	20.3%
Intergovernmental Revenue							
Subventions	\$204,000	\$204,000	\$207,125	\$211,500	\$211,500	\$516,620	144.3%
Local School District	45,790	55,291	64,256	66,765	69,666	65,790	-5.6%
Unicity Bus	139,200	139,200	141,290	143,380	143,380	143,380	0.0%
Community Development Block Grants	250,428	352,997	370,948	150,939	329,513	249,418	-24.3%
Law Enforcement Grants-Special Fund	455,148	566,261	537,721	413,776	502,344	479,959	-4.5%
Miscellaneous Grants and Contributions	102,001	268,343	161,020	236,873	85,000	97,630	14.9%
Total	\$1,220,088	\$1,586,092	\$1,482,360	\$1,223,233	\$1,341,403	\$1,552,797	15.8%
Other Revenue							
Interest Received	\$334,448	\$273,584	\$293,705	\$240,968	\$241,590	\$301,800	24.9%
Miscellaneous	235,833	528,765	1,001,455	350,605	244,629	405,871	65.9%
Reimbursable Overtime	134,527	162,280	143,424	233,382	165,000	165,000	0.0%
Assessments	10,909	7,678	15,759	32,623	7,000	7,000	0.0%
Total	\$715,717	\$972,307	\$1,454,343	\$857,578	\$658,219	\$879,671	33.6%
TOTAL OPERATING REVENUE	\$31,256,771	\$40,529,985	\$40,591,190	\$41,318,226	\$39,498,134	\$43,532,428	10.2%

CITY OF NEWARK, DELAWARE
2014 CONSOLIDATED BUDGET SUMMARY - ALL FUNDS
OPERATING EXPENDITURES

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	BUDGET 2014	CHANGE FROM 2013 BUDGET
Electric Department	\$3,806,413	\$4,509,279	\$4,934,215	\$4,792,636	\$5,151,863	\$5,247,881	1.9%
Water Department	2,855,416	3,089,390	3,440,977	3,450,264	3,993,525	4,062,716	1.7%
Sewer Department	342,819	536,236	556,884	532,149	640,299	626,175	-2.2%
Refuse Division	2,229,564	2,302,888	2,670,310	2,630,469	2,278,527	2,186,347	-4.0%
Street Division	1,760,955	1,808,959	1,912,527	1,840,602	1,748,687	1,767,723	1.1%
Engineering Division	1,037,801	1,001,750	1,077,064	1,084,719	599,112	632,364	5.6%
Code Enforcement Division	1,132,521	1,034,343	1,122,729	1,119,116	1,103,758	1,200,174	8.7%
Police Department	8,963,982	9,676,852	10,197,195	10,179,436	10,723,720	11,646,593	8.6%
Finance Department	799,780	911,490	306,084	275,257	373,671	210,447	-43.7%
Planning Department	846,396	759,708	899,759	858,932	950,623	997,799	5.0%
Municipal Parking	703,807	719,714	796,075	791,014	859,604	1,055,052	22.7%
Administration Department	911,648	629,257	720,894	696,041	652,968	1,147,772	75.8%
Legislative Department	926,115	901,293	1,179,999	1,528,161	1,102,365	1,407,534	27.7%
Alderman's Court	383,556	382,850	417,243	431,407	397,199	525,272	32.2%
Parks and Recreation	2,556,316	2,554,260	2,724,762	2,760,622	2,673,359	2,946,131	10.2%
Community Development	172,939	297,376	320,754	151,413	329,513	249,418	-24.3%
Law Enforcement Fund	261,784	256,805	286,167	404,697	458,181	415,323	-9.4%
Debt Service Fund	-	-	22,189	4,500	-	-	0.0%
Special Parks Fund	10,549	11,923	10,741	8,899	16,975	14,475	-14.7%
Self Insurance Fund	42,725	86,942	169,014	89,253	245,000	245,000	0.0%
OPEB Fund Expenses	-	-	280,330	303,198	298,513	390,935	31.0%
Less: Inter-Dept. Electric Sales	(821,300)	(852,100)	(832,000)	(832,000)	(807,800)	(720,700)	-10.8%
TOTAL OPERATING EXPENDITURES	\$28,923,786	\$30,619,215	\$33,213,912	\$33,100,785	\$33,789,662	\$36,254,430	7.3%

CITY OF NEWARK, DELAWARE
2014 CONSOLIDATED BUDGET SUMMARY
TOTALS FOR FUND TYPES

	GENERAL FUND	OTHER GOVERNMENTAL FUNDS	ENTERPRISE FUNDS	OTHER FUNDS	TOTALS
Projected Fund Balance - January 1, 2014	<u>\$ 5,004,513</u>	<u>\$ 7,331,538</u>	<u>\$ 47,540,627</u>	<u>\$ 2,003,472</u>	<u>\$ 61,880,150</u>
Revenue					
Utility Sales	\$ -	\$ -	\$ 63,809,635	\$ -	\$ 63,809,635
Utility Purchases	-	-	(38,305,166)	-	(38,305,166)
Utility Gross Margin	\$ -	\$ -	\$ 25,504,469	\$ -	\$ 25,504,469
Utility Other Service Revenue	-	-	463,400	-	463,400
Utilities Contributions	\$ -	\$ -	\$ 25,967,869	\$ -	\$ 25,967,869
Tax Revenue & Emergency Communication Fees	7,310,380	-	2,300	-	7,312,680
Fees for Service	6,416,971	-	1,402,440	-	7,819,411
Intergovernmental Revenue	803,890	748,907	-	-	1,552,797
Other Revenue	430,319	70,570	367,722	11,060	879,671
Total Operating Revenue	<u>\$ 14,961,560</u>	<u>\$ 819,477</u>	<u>\$ 27,740,331</u>	<u>\$ 11,060</u>	<u>\$ 43,532,428</u>
Expenditures					
Personnel Services	\$ 18,435,690	\$ 1,266,147	\$ 5,905,778	\$ 820,336	\$ 26,427,951
Materials and Supplies	518,515	139,879	519,825	759,180	1,937,399
Contractual Services	3,345,517	319,527	2,081,751	519,261	6,266,056
Equipment Depreciation	774,891	104,067	364,119	6,192	1,249,269
Other Expenses	172,625	9,700	184,230	7,200	373,755
Inter-Dept Charges	(346,806)	607,619	1,215,421	(1,476,234)	-
Total Operating Expenses	<u>\$ 22,900,431</u>	<u>\$ 2,446,939</u>	<u>\$ 10,271,124</u>	<u>\$ 635,935</u>	<u>\$ 36,254,430</u>
Capital Improvements					
Gross Capital Improvements	\$ -	\$ 6,279,319	\$ 6,456,040	\$ 30,000	\$ 12,765,359
Less: Addition (Use) of Reserves	-	(1,735,857)	(1,622,086)	-	(3,357,943)
Equipment Replacement	-	(1,330,413)	(420,156)	-	(1,750,569)
Grants	-	(1,348,364)	-	-	(1,348,364)
Bond Issues	-	-	-	-	-
Other Sources	-	-	(1,500,000)	-	(1,500,000)
Net Capital Improvements	<u>\$ -</u>	<u>\$ 1,864,685</u>	<u>\$ 2,913,798</u>	<u>\$ 30,000</u>	<u>\$ 4,808,483</u>
Debt Service	<u>\$ -</u>	<u>\$ 220,547</u>	<u>\$ 2,006,441</u>	<u>\$ -</u>	<u>\$ 2,226,988</u>
Net Transfers	7,979,578	3,790,547	(12,425,000)	654,875	-
Net Current Surplus	40,707	77,853	123,968	-	242,527
Total Expenditures and Surplus	<u>\$ 22,941,138</u>	<u>\$ 4,610,024</u>	<u>\$ 15,315,331</u>	<u>\$ 665,935</u>	<u>\$ 43,532,428</u>
Other Increase (Decrease) in Fund Balance	<u>\$ -</u>	<u>\$ (3,066,270)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (3,066,270)</u>
Budgeted Fund Balance - December 31, 2014	<u>\$ 5,045,220</u>	<u>\$ 4,343,121</u>	<u>\$ 47,664,595</u>	<u>\$ 2,003,472</u>	<u>\$ 59,056,407</u>
Projected Cash Balance - January 1, 2014	\$ 6,652,496	\$ 8,105,124	\$ 11,472,963	\$ 1,927,769	\$ 28,158,352
Net Current Surplus	40,707	77,853	123,968	-	242,527
Real Estate Tax Collections	41,600	-	-	-	41,600
Capital Projects Paid From Reserves	-	(3,066,270)	(2,042,242)	-	(5,108,512)
Non-Cash Items:					
Depreciation	774,891	104,067	364,119	6,192	1,249,269
Budgeted Cash Balance - December 31, 2014	<u>\$ 7,509,694</u>	<u>\$ 5,220,774</u>	<u>\$ 9,918,808</u>	<u>\$ 1,933,961</u>	<u>\$ 24,583,236</u>

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CITY OF NEWARK, DELAWARE
2014 CONSOLIDATED BUDGET SUMMARY
OTHER GOVERNMENTAL FUNDS

	STREET FUND	COMMUNITY DEVELOPMENT FUND	LAW ENFORCEMENT FUND
Projected Fund Balance - January 1, 2014	<u>\$ 632,975</u>	<u>\$ -</u>	<u>\$ 305,839</u>
Revenue			
Utility Sales	\$ -	\$ -	\$ -
Utility Purchases	-	-	-
Utility Gross Margin	\$ -	\$ -	\$ -
Utility Other Service Revenue	-	-	-
Utilities Contributions	\$ -	\$ -	\$ -
Tax Revenue & Emergency Communication Fees	-	-	-
Fees for Service	-	-	-
Intergovernmental Revenue	-	249,418	479,959
Other Revenue	600	-	-
Total Operating Revenue	<u>\$ 600</u>	<u>\$ 249,418</u>	<u>\$ 479,959</u>
Expenditures			
Personnel Services	\$ 855,350	\$ 37,033	\$ 372,464
Materials and Supplies	114,000	-	16,104
Contractual Services	82,287	210,785	24,755
Equipment Depreciation	104,067	-	-
Other Expenses	4,400	1,600	2,000
Inter-Dept Charges	607,619	-	-
Total Operating Expenses	<u>\$ 1,767,723</u>	<u>\$ 249,418</u>	<u>\$ 415,323</u>
Capital Improvements			
Gross Capital Improvements	\$ -	\$ 30,000	\$ -
Less: Addition (Use) of Reserves	-	-	-
Equipment Replacement	-	-	-
Grants	-	(30,000)	-
Bond Issues	-	-	-
Other Sources	-	-	-
Net Capital Improvements	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Debt Service	\$ -	\$ -	\$ -
Net Transfers	1,770,000	-	-
Net Current Surplus	2,877	-	64,636
Total Expenditures and Surplus	<u>\$ 1,770,600</u>	<u>\$ 249,418</u>	<u>\$ 479,959</u>
Other Increase (Decrease) in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Budgeted Fund Balance - December 31, 2014	<u>\$ 635,852</u>	<u>\$ -</u>	<u>\$ 370,475</u>
Projected Cash Balance - January 1, 2014	\$ 228,638	\$ 13,398	\$ 263,827
Net Current Surplus	2,877	-	64,636
Capital Projects Paid From Reserves	-	-	-
Non-Cash Items:			
Depreciation	104,067	-	-
Budgeted Cash Balance - December 31, 2014	<u>\$ 335,582</u>	<u>\$ 13,398</u>	<u>\$ 328,463</u>

CITY OF NEWARK, DELAWARE
2014 CONSOLIDATED BUDGET SUMMARY
OTHER GOVERNMENTAL FUNDS - CONTINUED

<u>PARKS SPECIAL FUND</u>	<u>DEBT SERVICE FUND</u>	<u>CAPITAL FUND</u>	<u>TOTALS</u>
<u>\$ 216,655</u>	<u>\$ 38,920</u>	<u>\$ 6,137,149</u>	<u>\$ 7,331,538</u>
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
19,530	-	-	748,907
-	-	69,970	70,570
<u>\$ 19,530</u>	<u>\$ -</u>	<u>\$ 69,970</u>	<u>\$ 819,477</u>
\$ 1,300	\$ -	\$ -	\$ 1,266,147
9,775	-	-	139,879
1,700	-	-	319,527
-	-	-	104,067
1,700	-	-	9,700
-	-	-	607,619
<u>\$ 14,475</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,446,939</u>
\$ -	\$ -	\$ 6,249,319	\$ 6,279,319
-	-	(1,735,857)	(1,735,857)
-	-	(1,330,413)	(1,330,413)
-	-	(1,318,364)	(1,348,364)
-	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,864,685</u>	<u>\$ 1,864,685</u>
\$ -	\$ 220,547	\$ -	\$ 220,547
-	220,547	1,800,000	3,790,547
5,055	-	5,285	77,853
<u>\$ 19,530</u>	<u>\$ 220,547</u>	<u>\$ 1,869,970</u>	<u>\$ 4,610,024</u>
\$ -	\$ -	\$ (3,066,270)	\$ (3,066,270)
<u>\$ 221,710</u>	<u>\$ 38,920</u>	<u>\$ 3,076,164</u>	<u>\$ 4,343,121</u>
\$ 222,418	\$ 38,920	\$ 7,337,923	\$ 8,105,124
5,055	-	5,285	77,853
-	-	(3,066,270)	(3,066,270)
-	-	-	104,067
<u>\$ 227,473</u>	<u>\$ 38,920</u>	<u>\$ 4,276,938</u>	<u>\$ 5,220,774</u>

CITY OF NEWARK, DELAWARE
2014 CONSOLIDATED BUDGET SUMMARY
ENTERPRISE FUNDS

	ELECTRIC FUND	WATER FUND	SEWER FUND	PARKING FUND	TOTALS
Projected Fund Balance - January 1, 2014	<u>\$ 14,846,706</u>	<u>\$ 20,210,838</u>	<u>\$ 9,402,538</u>	<u>\$ 3,080,545</u>	<u>\$ 47,540,627</u>
Revenue					
Utility Sales	\$ 49,187,983	\$ 7,947,233	\$ 6,674,419	\$ -	\$ 63,809,635
Utility Purchases	(33,719,346)	-	(4,585,820)	-	(38,305,166)
Utility Gross Margin	\$ 15,468,637	\$ 7,947,233	\$ 2,088,599	\$ -	\$ 25,504,469
Utility Other Service Revenue	373,840	62,670	26,890	-	463,400
Utilities Contributions	\$ 15,842,477	\$ 8,009,903	\$ 2,115,489	\$ -	\$ 25,967,869
Tax Revenue & Emergency Communication Fees	2,300	-	-	-	2,300
Fees for Service	-	-	-	1,402,440	1,402,440
Intergovernmental Revenue	-	-	-	-	-
Other Revenue	117,503	191,450	27,480	31,289	367,722
Total Operating Revenue	<u>\$ 15,962,280</u>	<u>\$ 8,201,353</u>	<u>\$ 2,142,969</u>	<u>\$ 1,433,729</u>	<u>\$ 27,740,331</u>
Expenditures					
Personnel Services	\$ 2,666,144	\$ 2,407,726	\$ 184,202	\$ 647,706	\$ 5,905,778
Materials and Supplies	199,765	259,500	30,800	29,760	519,825
Contractual Services	1,008,408	676,600	181,713	215,030	2,081,751
Equipment Depreciation	200,974	105,308	37,586	20,251	364,119
Other Expenses	139,180	22,650	4,200	18,200	184,230
Inter-Dept Charges	312,710	590,932	187,674	124,105	1,215,421
Total Operating Expenses	<u>\$ 4,527,181</u>	<u>\$ 4,062,716</u>	<u>\$ 626,175</u>	<u>\$ 1,055,052</u>	<u>\$ 10,271,124</u>
Capital Improvements					
Gross Capital Improvements	\$ 1,393,790	\$ 3,805,000	\$ 608,000	\$ 649,250	\$ 6,456,040
Less: Use of Reserves	(142,290)	(1,291,796)	(188,000)	-	(1,622,086)
Equipment Replacement	(206,000)	(45,000)	(146,156)	(23,000)	(420,156)
Grants	-	-	-	-	-
Bond Issues	-	-	-	-	-
Other Sources	-	(1,500,000)	-	-	(1,500,000)
Net Capital Improvements	<u>\$ 1,045,500</u>	<u>\$ 968,204</u>	<u>\$ 273,844</u>	<u>\$ 626,250</u>	<u>\$ 2,913,798</u>
Debt Service	<u>\$ 277,809</u>	<u>\$ 1,728,632</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,006,441</u>
Net Transfers	(10,015,000)	(1,430,000)	(1,230,000)	250,000	(12,425,000)
Net Current Surplus	96,790	11,801	12,950	2,427	123,968
Total Expenditures and Surplus	<u>\$ 5,947,280</u>	<u>\$ 6,771,353</u>	<u>\$ 912,969</u>	<u>\$ 1,683,729</u>	<u>\$ 15,315,331</u>
Other Increase (Decrease) in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Budgeted Fund Balance - December 31, 2014	<u>\$ 14,943,496</u>	<u>\$ 20,222,639</u>	<u>\$ 9,415,488</u>	<u>\$ 3,082,972</u>	<u>\$ 47,664,595</u>
Projected Cash Balance - January 1, 2014	\$ 5,119,912	\$ 3,211,376	\$ 1,913,807	\$ 1,227,868	\$ 11,472,963
Net Current Surplus	96,790	11,801	12,950	2,427	123,968
Capital Projects Paid From Reserves	(348,290)	(1,336,796)	(334,156)	(23,000)	(2,042,242)
Non-Cash Items:					
Depreciation	200,974	105,308	37,586	20,251	364,119
Budgeted Cash Balance - December 31, 2014	<u>\$ 5,069,386</u>	<u>\$ 1,991,689</u>	<u>\$ 1,630,187</u>	<u>\$ 1,227,546</u>	<u>\$ 9,918,808</u>

CITY OF NEWARK, DELAWARE
2014 CONSOLIDATED BUDGET SUMMARY
OTHER FUNDS

	INTERNAL SERVICE FUND	SELF INSURANCE FUND	OPEB EXPENSE FUND	TOTALS
Projected Fund Balance - January 1, 2014	<u>\$ 1,062,587</u>	<u>\$ 940,885</u>	<u>\$ -</u>	<u>\$ 2,003,472</u>
Revenue				
Utility Sales	\$ -	\$ -	\$ -	\$ -
Utility Purchases	-	-	-	-
Utility Gross Margin	\$ -	\$ -	\$ -	\$ -
Utility Other Service Revenue	-	-	-	-
Utilities Contributions	\$ -	\$ -	\$ -	\$ -
Tax Revenue & Emergency Communication Fees	-	-	-	-
Fees for Service	-	-	-	-
Intergovernmental Revenue	-	11,060	-	11,060
Other Revenue	-	-	-	-
Total Operating Revenue	<u>\$ -</u>	<u>\$ 11,060</u>	<u>\$ -</u>	<u>\$ 11,060</u>
Expenditures				
Personnel Services	\$ 434,591	\$ -	\$ 385,745	\$ 820,336
Materials and Supplies	759,180	-	-	759,180
Contractual Services	269,071	245,000	5,190	519,261
Equipment Depreciation	6,192	-	-	6,192
Other Expenses	7,200	-	-	7,200
Inter-Dept Charges	(1,476,234)	-	-	(1,476,234)
Total Operating Expenses	<u>\$ -</u>	<u>\$ 245,000</u>	<u>\$ 390,935</u>	<u>\$ 635,935</u>
Capital Improvements				
Gross Capital Improvements	\$ 30,000	\$ -	\$ -	\$ 30,000
Less: Use of Reserves	-	-	-	-
Equipment Replacement	-	-	-	-
Grants	-	-	-	-
Bond Issues	-	-	-	-
Other Sources	-	-	-	-
Net Capital Improvements	<u>\$ 30,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>
Debt Service	\$ -	\$ -	\$ -	\$ -
Net Transfers	30,000	233,940	390,935	654,875
Net Current Surplus	-	-	-	-
Total Expenditures and Surplus	<u>\$ 30,000</u>	<u>\$ 245,000</u>	<u>\$ 390,935</u>	<u>\$ 665,935</u>
Other Increase (Decrease) in Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Budgeted Fund Balance - December 31, 2014	<u>\$ 1,062,587</u>	<u>\$ 940,885</u>	<u>\$ -</u>	<u>\$ 2,003,472</u>
Projected Cash Balance - January 1, 2014	\$ 910,135	\$ 1,017,634	\$ -	\$ 1,927,769
Net Current Surplus	-	-	-	-
Capital Projects Paid From Reserves	-	-	-	-
Non-Cash Items:				
Depreciation	6,192	-	-	6,192
Budgeted Cash Balance - December 31, 2014	<u>\$ 916,327</u>	<u>\$ 1,017,634</u>	<u>\$ -</u>	<u>\$ 1,933,961</u>

**CITY OF NEWARK, DELAWARE
CONSOLIDATED BUDGET - 2014**

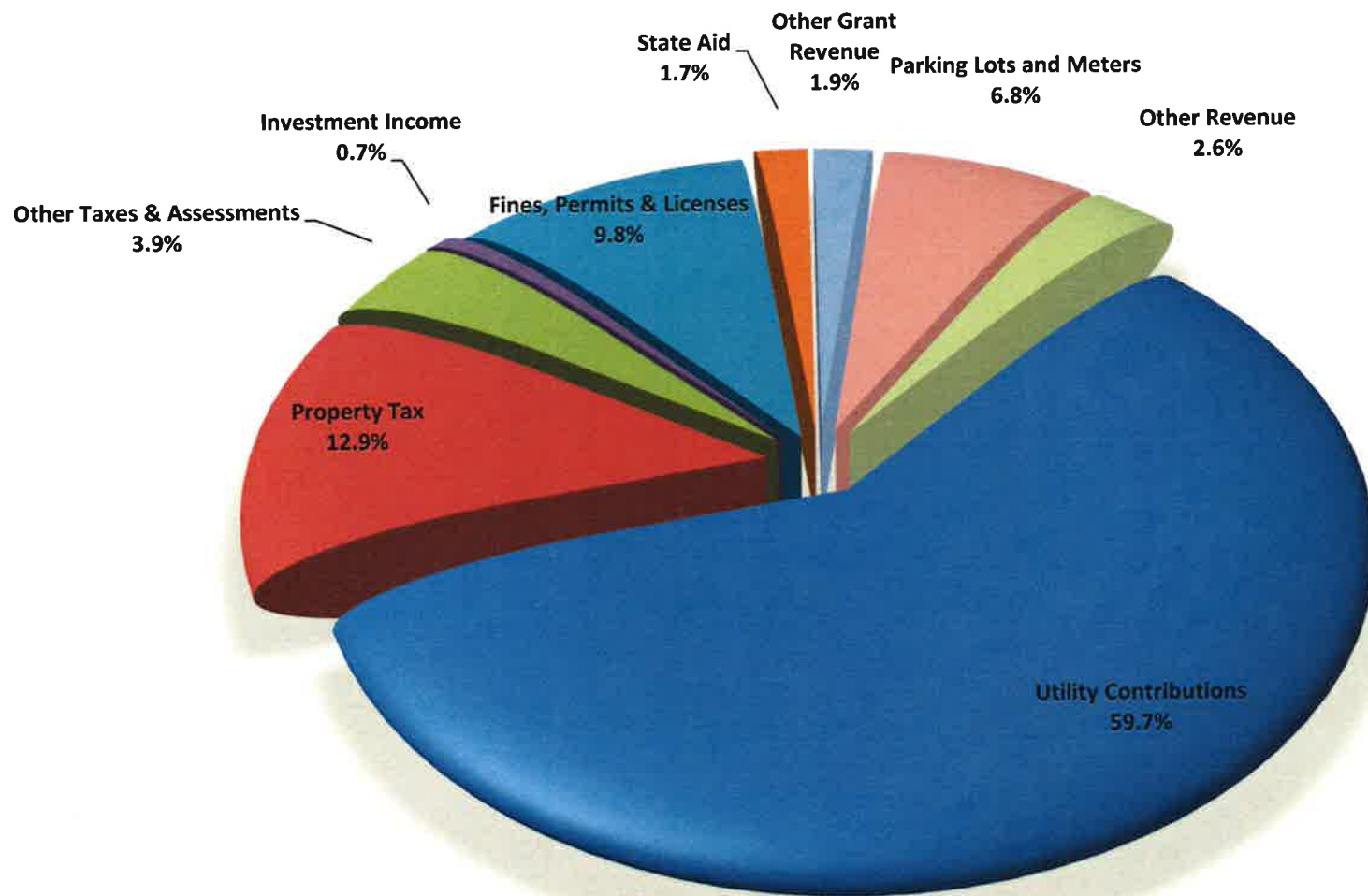
BUDGET AT A GLANCE

	<u>ACTUAL 2012</u>	<u>BUDGET 2013</u>	<u>BUDGET 2014</u>
<u>WHERE IT COMES FROM</u>			
Utility Contributions	61.0%	60.8%	59.7%
Property Tax	12.6%	13.8%	12.9%
Other Taxes and Assessments	3.9%	3.9%	3.9%
Investment Income	0.6%	0.6%	0.7%
Fines, Permits & Licenses	10.3%	9.5%	9.8%
State Aid	1.0%	1.1%	1.7%
Other Grant Revenue	1.9%	2.3%	1.9%
Parking Lots and Meters	5.4%	5.5%	6.8%
Other Revenue	3.3%	2.5%	2.6%
TOTAL	<u>100%</u>	<u>100%</u>	<u>100%</u>

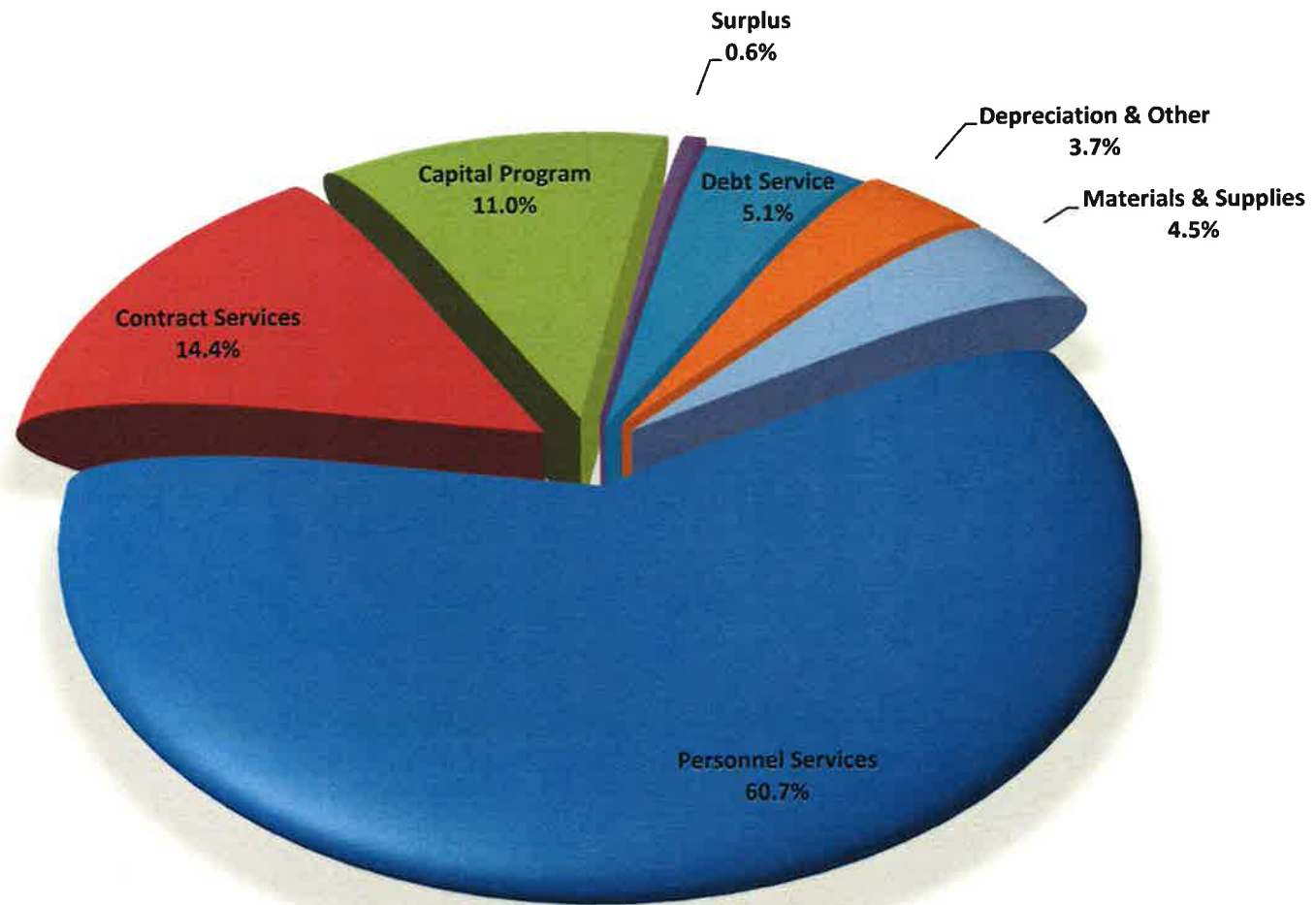
WHERE IT GOES

Personnel Services	58.9%	62.6%	60.7%
Contractual Services	12.9%	14.4%	14.4%
Materials & Supplies	4.8%	5.1%	4.5%
Capital Program	4.8%	10.3%	11.0%
Net Surplus	11.5%	0.4%	0.6%
Debt Service	3.6%	3.7%	5.1%
Equipment Depreciation & Other	3.5%	3.5%	3.7%
TOTAL	<u>100%</u>	<u>100%</u>	<u>100%</u>

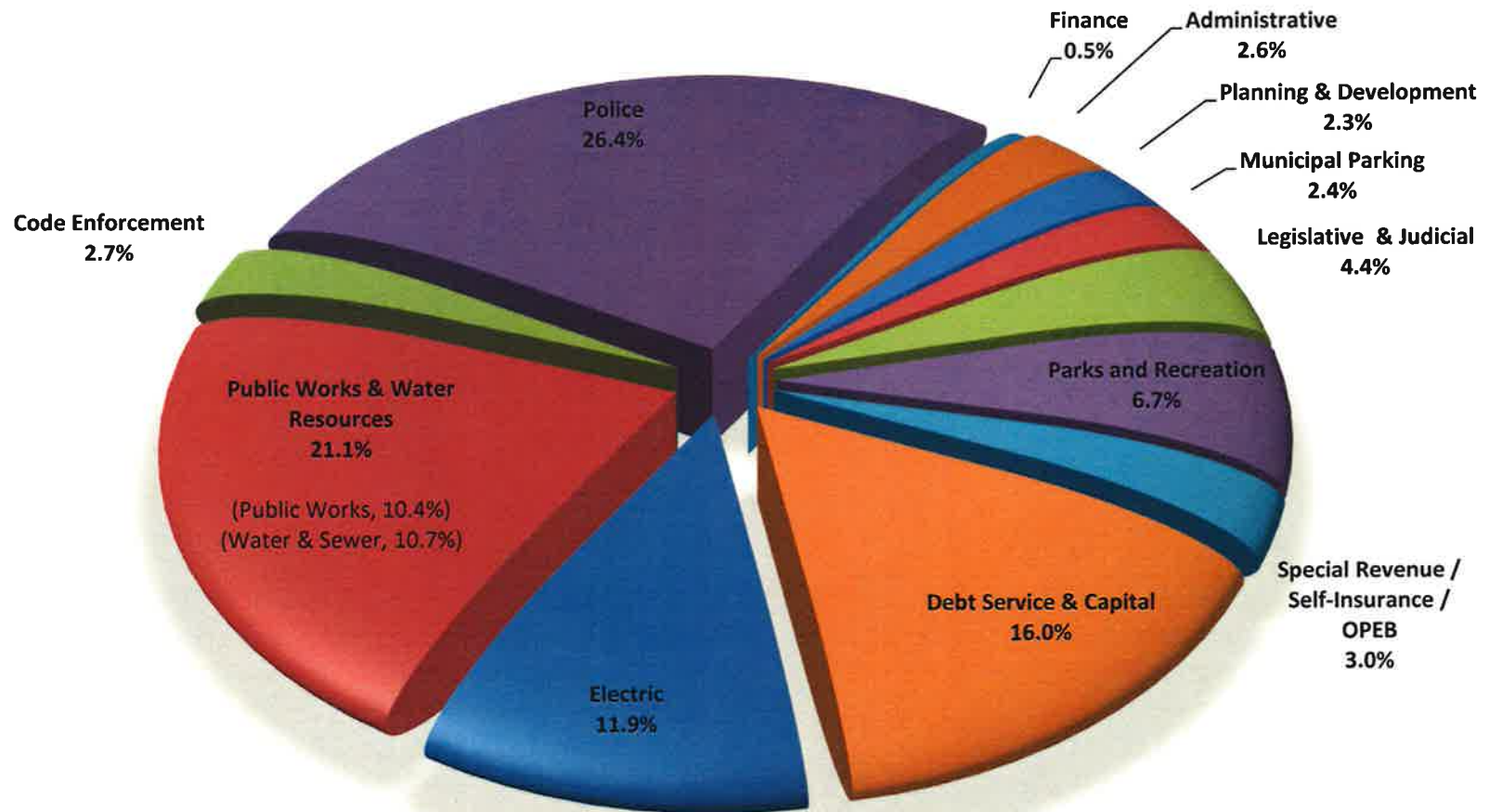
REVENUES BY TYPE 2014 BUDGET



EXPENDITURE BY FUNCTION 2014 BUDGET



EXPENDITURES BY DEPARTMENT 2014 BUDGET



CITY OF NEWARK, DELAWARE

2014 OPERATING BUDGET

ELECTRIC DEPARTMENT

Presented to City Council November 11, 2013

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

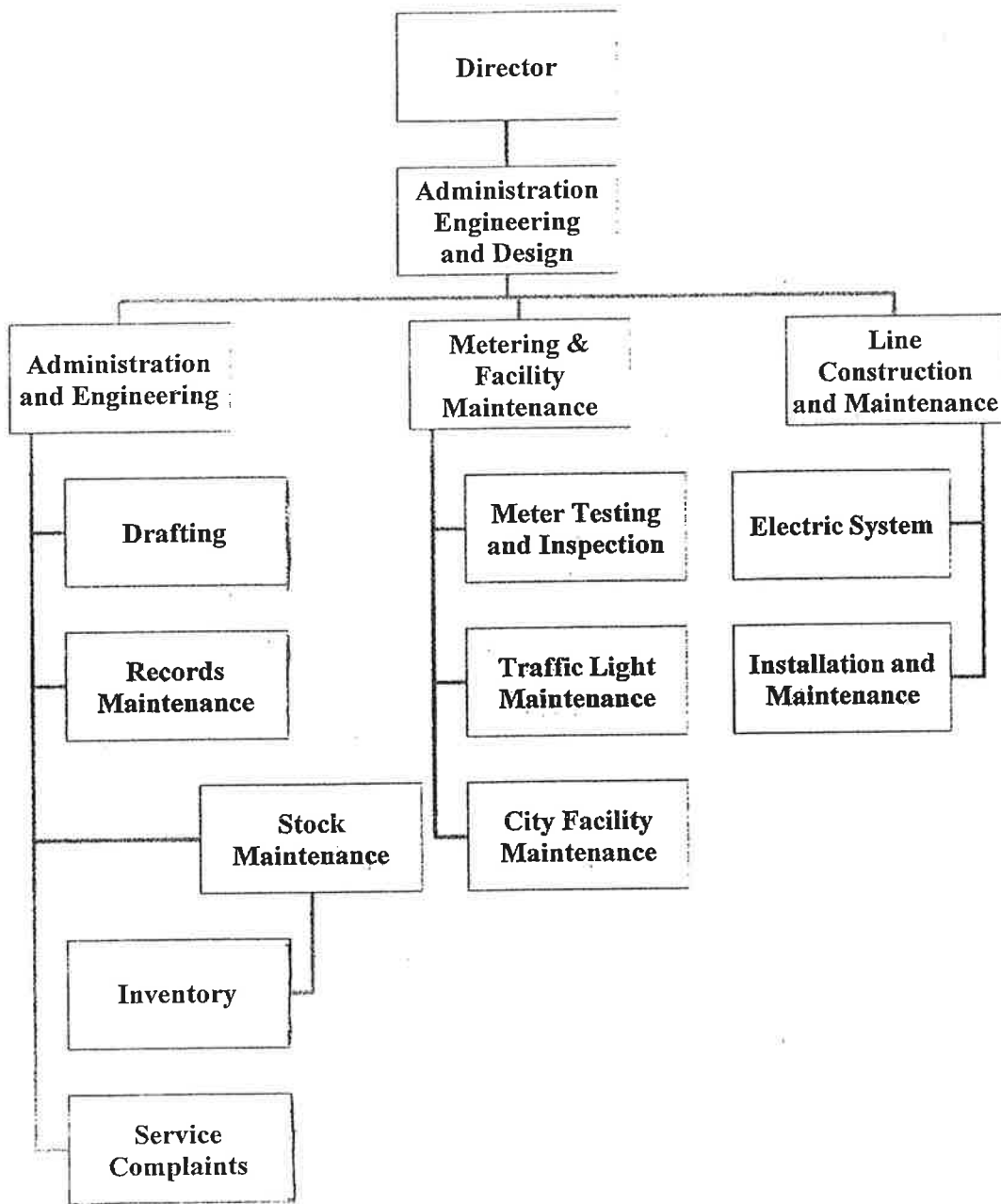
ELECTRIC FUND

Electric Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
REVENUES							
Sale of Electricity	\$50,603,942	\$57,457,358	\$55,788,636	\$53,094,738	\$52,052,986	\$50,321,627	\$49,187,983
No. of K.W.H.'s (Thousands)	409,678	406,053	401,980	402,465	404,704	400,620	408,488
Inter-Dept. Sales	821,300	852,100	832,000	832,000	807,800	807,800	720,700
Penalties	113,677	162,079	162,582	131,794	110,700	150,225	148,200
Service Fees	53,468	73,269	65,026	52,021	62,253	59,312	58,790
New Services	34,450	1,405	89,840	67,147	30,000	91,565	82,850
Application Fees	0	0	0	0	84,000	85,295	84,000
Other Revenues	46,333	60,119	131,057	106,660	44,713	167,755	62,143
Interest Revenue	64,324	8,195	26,582	47,860	42,090	55,350	55,360
Franchise Fees	0	2,733	0	2,733	2,300	2,300	2,300
Total	\$51,737,494	\$58,617,258	\$57,095,723	\$54,334,953	\$53,236,842	\$51,741,229	\$50,402,326
Less: Elec. Purchased	38,537,373	41,074,085	40,313,836	37,327,221	37,722,321	35,536,193	33,719,346
No. of K.W.H.'s (Thousands)	440,510	438,960	436,108	436,313	439,821	434,822	444,026
Gross Operating Revenue	\$13,200,121	\$17,543,173	\$16,781,887	\$17,007,732	\$15,514,521	\$16,205,036	\$16,682,980
OPERATING EXPENSES							
Personnel Services	\$2,136,538	\$2,279,332	\$2,338,206	\$2,285,936	\$2,585,181	2,635,961	\$2,666,144
Materials and Supplies	155,241	156,521	180,136	161,889	199,765	199,765	199,765
Contractual Services	415,873	749,359	1,018,679	807,219	889,099	904,588	1,008,408
Other Charges	247,853	202,785	215,682	264,608	322,912	522,347	617,963
Subtotal	\$2,955,505	\$3,387,997	\$3,752,703	\$3,519,652	\$3,996,957	\$4,262,661	\$4,492,281
Inter-Dept. Charges (net of Inter-Dept Sales)	850,908	1,121,282	1,181,512	1,295,598	1,154,906	1,386,712	1,033,410
Total Operating Expenses	\$3,806,413	\$4,509,279	\$4,934,215	\$4,815,250	\$5,151,863	\$5,649,373	\$5,525,691
Net Operating Margin (Before Capital Costs)	\$9,393,708	\$13,033,894	\$11,847,672	\$12,192,482	\$10,362,658	\$10,555,663	\$11,157,290

CITY OF NEWARK, DELAWARE

ELECTRIC DEPARTMENT



**ELECTRIC DEPARTMENT
2014 WAGE AND SALARY BUDGET
PAGE 1 OF 1**

POSITION		BUDGET ACCT	2013					TOTAL	2014						
			GRADE	STEP	ANNUAL				SALARY RATE AT 12/31/2013	GRADE	STEP	ANNUAL			
					REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
ELECTRIC DIRECTOR	6020	31- I	109,932	4,902	114,834	1.0	109,932	31- I	115,379	5,083	120,462	1.0			
ASST. ELECTRIC DIR.	6020	26- I	89,884	1,940	91,824	1.0	89,884	26- I	94,361	2,089	96,450	1.0			
ELECT. LINE SUPVR.	6200	21- I	74,590	5,029	79,619	1.0	74,590	21- I	78,270	5,151	83,421	1.0			
CHIEF SURVEYOR (1)	6210	15- G	41,980	904	42,884	0.5									
ENGINEERING TECH	6030	14- G	55,918	0	55,918	1.0	55,918	14- G	56,765	0	56,765	1.0			
SURVEY INSTR TECH (2)	6030	11- G	19,884	0	19,884	0.5	29,833								
SECRETARY I	6080	10- G	48,799	2,629	51,428	1.0	48,799	10- G	49,516	2,749	52,265	1.0			
SENIOR LINEMAN	6200	19- 5	72,822	3,352	76,174	1.0	72,822	19- 5	75,252	3,589	78,841	1.0			
ELECTRIC MTR. TECH.	6030	17- 5	69,973	3,104	73,077	1.0	69,973	17- 5	69,973	3,219	73,192	1.0			
ELECTRICIAN	6030	17- 5	69,973	4,483	74,456	1.0	69,973	17- 5	69,973	4,598	74,571	1.0			
ELECTRICIAN	6030	17- 5	69,294	1,150	70,444	1.0	69,323	17- 5	69,323	1,265	70,588	1.0			
LINEMAN 1ST CLASS	6200	17- 5	69,973	3,104	73,077	1.0	69,973	17- 5	69,973	3,219	73,192	1.0			
LINEMAN 1ST CLASS	6200	17- 5	69,973	2,759	72,732	1.0	69,973	17- 5	69,973	2,874	72,847	1.0			
LINEMAN 1ST CLASS	6200	17- 5	69,623	1,839	71,462	1.0	69,623	17- 5	69,623	1,954	71,577	1.0			
LINEMAN 1ST CLASS	6200	17- 5	68,973	0	68,973	1.0	68,973	17- 5	68,973	0	68,973	1.0			
LINEMAN 1ST CLASS	6200	17- 5	69,323	1,265	70,588	1.0	69,323	17- 5	69,323	1,379	70,702	1.0			
LINEMAN 1ST CLASS	6200	17- 5	68,867	0	68,867	1.0	68,973	17- 5	68,973	0	68,973	1.0			
LINEMAN 2ND CLASS	6200	14- 5	59,717	0	59,717	1.0	59,717	14- 5	59,717	0	59,717	1.0			
LINEMAN 2ND CLASS	6200	14- 5	59,552	0	59,552	1.0	59,717	14- 5	59,717	0	59,717	1.0			
JUNIOR LINEMAN	6200	10- 5	54,059	0	54,059	1.0	54,059	10- 5	54,059	0	54,059	1.0			
JUNIOR LINEMAN	6200	10- 2	48,124	0	48,124	1.0	48,859	10- 4	49,338	0	49,338	1.0			
JUNIOR LINEMAN	6200							10- 1	47,112	0	47,112	1.0			
JUNIOR LINEMAN	6200							10- 1	47,112	0	47,112	1.0			
GROUNDHAND	6200	5- 5	45,718	0	45,718	1.0	45,302								
GROUNDHAND	6200	5- 3	41,340	0	41,340	1.0	40,860								
STOREKEEPER	6040	8- 5	49,812	1,072	50,884	1.0	49,812	8- 5	49,812	1,154	50,966	1.0			
FULL TIME SUBTOTALS				1,498,103	37,532	1,535,635	23.0	1,466,211		1,462,517	38,323	1,500,840	22.0		
TRANSITIONAL WAGES			6200						11,668				11,668		
STANDBY PAY			6619	29,500					32,000				32,000		
OVERTIME			6620	88,000					90,000				90,000		
OTHER SUBTOTALS				117,500	0	117,500	0.0	0		133,668	0	133,668	0.0		
ELECTRIC DEPARTMENT TOTALS				1,615,603	37,532	1,653,135	23.0	1,466,211 *		1,596,185	38,323	1,634,508	22.0		

* Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

ELECTRIC FUND

Expenditures:

Electric Department

PERSONNEL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
6020 Supervisory	\$268,722	\$207,593	\$209,279	\$214,209	\$199,816	\$199,820	\$209,740
6030 Engineering/Technical	241,541	230,780	246,785	266,644	285,042	268,680	266,034
6040 Warehousing	0	46,773	47,119	48,859	49,812	49,820	49,812
6080 Clerical	49,111	49,923	46,718	47,639	48,799	48,800	49,516
6200 Line Maintenance	708,847	772,654	680,309	622,924	872,654	870,930	899,083
6210 Inspectors	0	0	0	0	41,980	43,880	0
6580 Service Award	29,425	33,005	34,209	33,915	37,532	37,532	38,323
6590 Sick Pay	12,271	14,836	17,260	20,752	19,933	20,856	24,761
6619 Standby Pay	26,316	28,238	29,437	34,882	29,500	36,000	32,000
6620 Overtime	97,238	87,134	112,445	91,726	88,000	104,000	90,000
6920 Unemployment Comp. Ins.	5,978	6,697	7,934	8,231	8,866	8,500	14,146
6930 Social Security Taxes	107,639	108,943	106,388	103,439	127,702	125,170	126,626
6940 City Pension Plan	153,160	250,332	309,659	331,505	309,759	356,813	387,001
6950 Term Life Insurance	6,654	7,525	7,060	6,898	7,644	7,700	7,386
6960 Group Hospitalization Ins.	265,583	288,634	313,024	285,755	334,759	334,020	347,726
6961 Long-Term Disability Ins.	1,971	2,246	2,086	2,681	2,970	2,990	2,888
6962 Dental Insurance	18,783	21,337	21,549	19,228	22,299	22,410	21,658
6963 Flexible Spending Account	52	195	312	156	156	80	156
6964 Health Savings Account	0	0	0	1,500	1,500	1,500	1,500
6965 Post-Employment Benefits	143,247	122,487	146,633	144,993	96,458	96,460	97,788
TOTAL PERSONNEL SERVICES	\$2,136,538	\$2,279,332	\$2,338,206	\$2,285,936	\$2,585,181	\$2,635,961	\$2,666,144

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

ELECTRIC FUND

Expenditures:

Electric Department

MATERIALS AND SUPPLIES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
7110 Safety Shoes and Supplies	\$2,800	\$1,919	\$3,961	\$3,477	\$4,000	\$4,000	\$4,000
7130 Tools, Field Sup., & Small Eq.	20,597	22,569	18,604	24,551	26,350	26,350	26,350
7140 Uniforms	5,970	6,190	7,305	12,532	18,000	18,000	18,000
7150 Office Supplies	1,357	1,157	2,836	1,802	4,375	4,375	4,375
7160 Books, Periodicals, Etc	197	735	742	293	680	680	680
7260 Line Maintenance	97,538	72,217	120,236	85,414	90,000	90,000	90,000
7270 Station Maintenance	12,631	16,662	17,332	19,938	23,000	23,000	23,000
7300 Machinery & Equip. Maintenance	41	150	84	34	500	500	500
7330 Meter Testing & Repairs	1,527	1,268	15	503	2,370	2,370	2,370
7350 Traffic Signal Maintenance	324	0	0	0	950	950	950
7370 Street Light Maintenance	12,428	17,529	12,600	16,086	18,000	18,000	18,000
7430 House Service Maintenance	9,419	5,255	1,114	0	9,690	9,690	9,690
7480 Communication Equip. Maint.	0	97	151	190	500	500	500
7540 Inventory Adjustment	(10,529)	9,530	(5,994)	(3,968)	0	0	0
7550 Miscellaneous Supplies	941	1,243	1,150	1,037	1,350	1,350	1,350
TOTAL MATERIALS & SUPPLIES	\$155,241	\$156,521	\$180,136	\$161,889	\$199,765	\$199,765	\$199,765

CONTRACTUAL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
8010 Freight	\$747	\$517	\$232	\$315	\$950	\$950	\$950
8020 Advertising	983	227	232	301	390	879	390
8030 Casualty Insurance	73,625	81,730	82,770	89,254	94,084	94,084	107,780
8040 Merchant Fees and Discounts	54,106	346,575	620,531	385,183	410,000	425,000	410,000
8050 Telephone	7,938	7,450	7,057	7,684	8,650	8,650	8,650
8120 Outside Engineering	13,181	84,849	63,476	93,006	81,000	81,000	81,000
8130 Building & Equipment Rental	9,096	9,198	9,440	9,777	13,000	13,000	27,880
8131 Information Technology Cont'l	0	0	0	0	0	0	31,233
8190 Refuse Disposal	761	1,897	2,134	2,466	2,400	2,400	2,400
8260 Line Maintenance	24,045	26,066	24,398	23,018	29,200	29,200	29,200
8270 Station Maintenance	55,008	21,771	35,088	23,136	33,250	33,250	78,750
8300 Machinery & Equip. Maintenance	4,901	5,323	4,994	6,259	8,120	8,120	8,120
8350 Traffic Signal Maintenance	0	0	0	0	1,995	1,995	1,995
8420 Tree Removal	165,332	160,005	167,188	156,909	200,000	200,000	200,000
8480 Communication Equip. Maint.	477	283	0	0	1,060	1,060	1,060
8550 Misc. Contracted Services	5,673	3,367	1,139	9,911	5,000	5,000	19,000
8570 Public Relations	0	101	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES	\$415,873	\$749,359	\$1,018,679	\$807,219	\$889,099	\$904,588	\$1,008,408

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

ELECTRIC FUND

Expenditures:

Electric Department

OTHER CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
9010 Bad Debt Expense	\$150,670	\$91,508	\$84,678	\$82,940	\$85,732	\$80,000	\$100,000
9020 Mileage & Small Bus. Expense	86	44	11	46	140	140	140
9040 Dues & Conference Expense	274	2,933	300	2,966	3,040	3,040	3,040
9050 Customer Deposits Interest	17,217	14,393	24,031	14,948	23,000	3,739	0
9055 Amortization of Lease Acquisition Costs	0	0	0	49	0	1,613	0
9056 Debt Service Principal-Smart Meters	0	0	0	0	0	104,993	197,918
9057 Debt Service Interest-Smart Meters	0	0	0	22,614	0	127,235	79,891
9060 Depreciation Expense	77,270	91,805	104,844	132,485	200,000	190,587	200,974
9070 Training	2,336	2,102	1,818	8,560	11,000	11,000	11,000
9099 Contingencies	0	0	0	0	0	0	25,000
TOTAL OTHER CHARGES	\$247,853	\$202,785	\$215,682	\$264,608	\$322,912	\$522,347	\$617,963

INTER-DEPT. CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
Street Lights & Traffic Signals	(\$306,458)	(\$328,902)	(\$319,819)	(\$285,355)	(\$320,479)	(\$289,880)	(\$277,421)
Vehicles and Equipment	105,199	105,284	133,029	138,478	116,008	120,528	117,736
Buildings and Grounds	18,423	20,147	31,775	37,004	40,310	41,417	40,857
Billings & Accounting	739,306	539,611	519,608	521,687	539,959	579,489	434,694
Printing and Reproduction	365	1,021	1,113	1,233	1,248	1,076	1,287
Warehousing	73,107	(12,355)	(15,491)	(16,551)	(20,090)	(17,378)	(16,730)
Electricity	(577,800)	(645,009)	(628,457)	(566,363)	(525,576)	(468,049)	(467,158)
Administrative Overhead	0	607,493	645,726	657,913	540,226	625,009	493,245
Other Indirect Charges	(22,534)	(18,108)	(17,972)	(24,448)	(24,500)	(13,300)	(13,800)
TOTAL INTER-DEPT. CHARGES	\$29,608	\$269,182	\$349,512	\$463,598	\$347,106	\$578,912	\$312,710

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

ELECTRIC FUND

Electric Department

CAPITAL PROJECTS BUDGET	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
9621 Building & Structures	\$21,838	\$48,785	\$1,954	\$5,339	\$0	\$0	\$0
9622 Machinery & Equipment	59,377	15,089	0	69,425	51,000	170,469	21,000
9623 Autos & Trucks	158,565	46,978	6,185	247,799	0	0	0
9730 CIP - Stations Material	1,005,984	73,044	587,590	508,420	155,000	775,415	518,500
9750 CIP - Utility Svc Material	16,001	0	0	0	0	0	0
9760 CIP - Lines Material	107,769	245,557	209,193	269,232	190,500	447,799	289,000
9830 CIP - Stations Labor	13,920	12,684	8,658	139,130	75,000	20,000	66,000
9860 CIP - Lines Labor (1)	10,941	598,774	102,912	34,868	227,500	120,000	151,000
TOTAL CAPITAL PROJECTS BUDGET	\$1,394,395	\$1,040,911	\$916,492	\$1,274,213	\$699,000	\$1,533,683	\$1,045,500
CAPITAL PROJECT NUMBER & DESCRIPTION	<u>BOND ISSUES</u>	<u>CAPITAL RESERVES</u>	<u>OTHER SOURCES</u>	<u>OTHER SOURCES</u>	<u>CURRENT RESOURCES</u>	<u>EQUIPMENT REPLACEMENT</u>	
E1401 New Lines & Services	\$0	\$0	\$0	\$0	\$175,000	\$0	
E1402 12 KV Line Extension	0	0	0	0	50,000	0	
E1202 Cameras, Testers for Repair Procedures	0	3,163	0	0	21,000	0	
E1105 New Transformers & Circuit Breakers	0	115,500	0	0	584,500	0	
E0903 12kV Changeover	0	23,627	0	0	65,000	0	
E0503 SCADA & Automatic Switching	0	0	0	0	150,000	0	
EEQSF Vehicle Replacement Program	0	0	0	0	0	206,000	
TOTAL ELECTRIC FUND	\$0	\$142,290	\$0	\$0	\$1,045,500	\$206,000	

(1) In 2010, Deldot funded a project to move Elkton Road lines.

ELECTRIC DEPARTMENT

* * *

The Electric Department is responsible for the engineering, planning and design and direction of all electric departmental operations including staff supervision, purchasing, records management, operations planning, budget preparation and control, and capital improvement planning. Responsibilities include planning, designing and supervising the construction of electrical distribution system which consists of power lines, substations, lighting systems and traffic signals. Plans review, drawings and engineering analysis for construction work is provided under this program. The Department also handles the meter relay and electrical maintenance program, including installing and maintaining electrical systems in city buildings, water wells, water and waste water pumping stations, traffic lights and control systems, meters and other facilities. The Department's electrical line construction and maintenance program is responsible for maintaining 165 miles of electric lines, substation sites, substation units, circuit breakers, and transformers. In addition to maintaining the City's electrical distribution system, new power lines, substations and underground electric utilities are constructed and installed to expand services to new customers. Additional responsibilities include maintaining and installing street lights and traffic signals, trimming trees along electric right-of-way, and providing distribution and subtransmission switching and sectionalizing.

Key accomplishments in 2013 include an upgrade of undersized conductors on Main Street and South College Avenue. A voltage upgrade in the Center of the City, installation of equipment for the smart meter system, the addition of Chestnut Hill Road and Phillips Avenue to the SCADA system and the installation of a new 34.5kV service to the Bloom Facility.

In 2014, a voltage upgrade will be completed in the Devon and Binns developments, a new 7 MVA transformer will be installed at the Phillips Avenue Substation and an underground and aerial 12kV line extension will be installed at the West Main Street Substation. Voltage regulating equipment will be upgraded on 9 substation transformers and the South Chapel Street and Fremont Road Substations will be connected to the SCADA system.

CITY OF NEWARK, DELAWARE

2014 OPERATING BUDGET

PUBLIC WORKS AND WATER RESOURCES
WATER DIVISION

Presented to City Council November 11, 2013

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

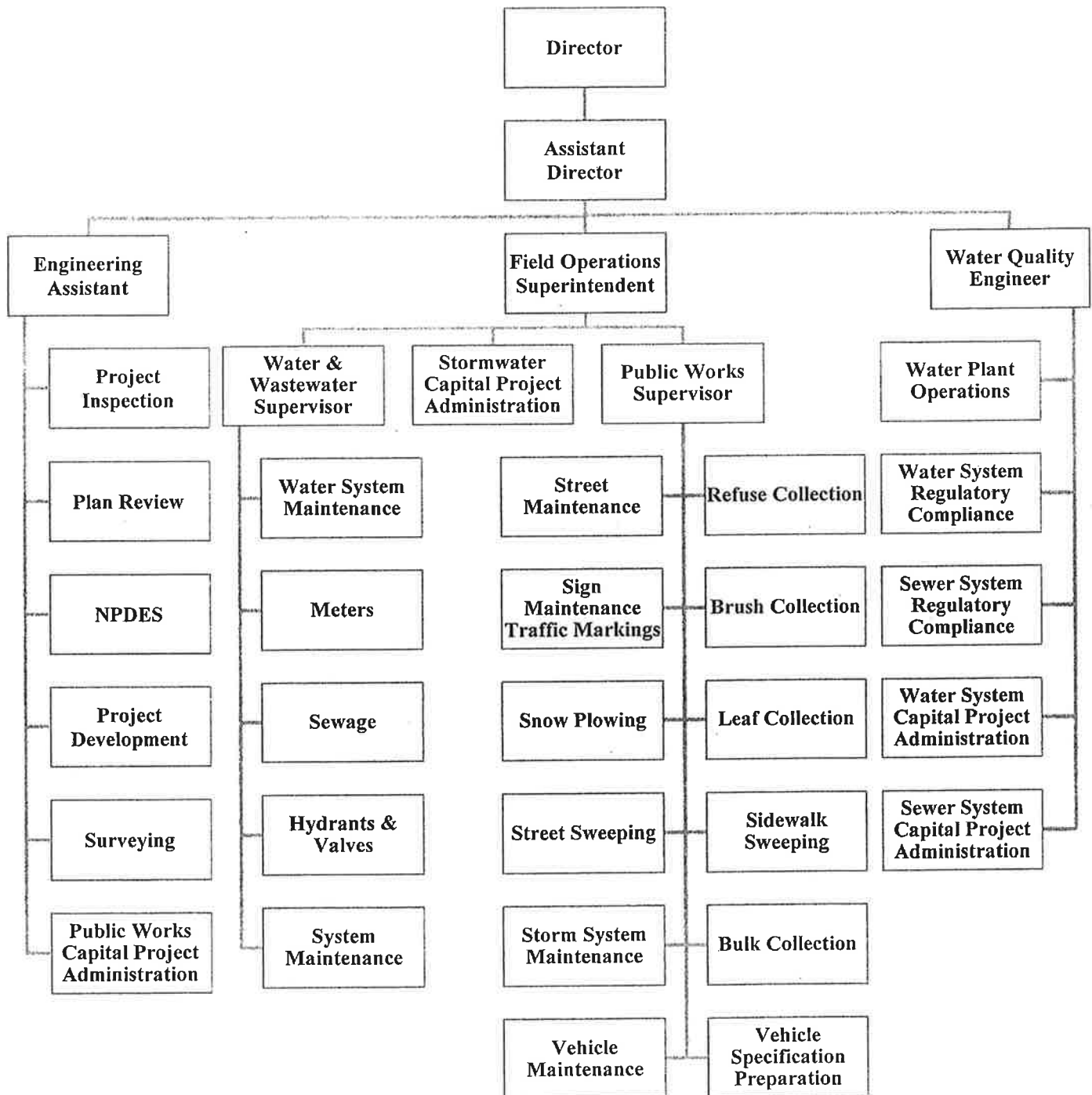
WATER FUND

Public Works and Water Resources - Water Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
REVENUES							
Sale of Water	\$4,843,004	\$6,175,600	\$6,101,325	\$7,142,597	\$7,193,171	\$7,019,711	\$ 7,947,233
No. of Gallons (Thousands)	1,029,659	1,023,461	1,029,332	1,059,896	1,031,536	1,021,036	1,112,927
Penalties	11,285	18,853	26,121	21,633	22,683	26,123	24,630
Service Fees	21,867	81,094	43,771	21,285	30,000	49,063	38,040
Other Revenues	10,346	335,196	198,814	162,244	141,858	147,678	149,860
Interest Revenue	10,149	31,580	26,940	27,182	27,840	41,580	41,590
Total	\$4,896,651	\$6,642,323	\$6,396,971	\$7,374,941	\$7,415,552	\$7,284,155	\$8,201,353
Less: Water Purchased	46,803	0	30	18	20,000	100	0
No. of Gallons (Thousands)	18,181	0	0	0	9,000	45	0
Gross Operating Revenue	\$4,849,848	\$6,642,323	\$6,396,941	\$7,374,923	\$7,395,552	\$7,284,055	\$8,201,353
OPERATING EXPENSES							
Personnel Services	\$1,720,704	\$1,610,318	\$1,748,241	\$1,787,101	\$2,146,250	\$2,118,569	\$2,407,726
Materials & Supplies	281,112	266,148	275,629	269,969	288,900	264,690	259,500
Contractual Services	329,274	410,840	567,552	479,117	642,043	624,215	676,600
Other Charges	1,467,022	1,433,786	507,864	461,925	1,411,210	1,543,709	1,856,590
Subtotal	\$3,798,112	\$3,721,092	\$3,099,286	\$2,998,112	\$4,488,403	\$4,551,183	\$5,200,416
Inter-Dept. Charges	427,003	732,720	761,099	777,615	779,682	694,112	590,932
Total Operating Expenses	\$4,225,115	\$4,453,812	\$3,860,385	\$3,775,727	\$5,268,085	\$5,245,295	\$5,791,348
Net Operating Margin (Before Capital Costs)	\$624,733	\$2,188,511	\$2,536,556	\$3,599,196	\$2,127,467	\$2,038,760	\$2,410,005

CITY OF NEWARK, DELAWARE

PUBLIC WORKS AND WATER RESOURCES



PUBLIC WORKS & WATER RESOURCES DEPARTMENT
2014 WAGE AND SALARY BUDGET
PAGE 1 OF 6 - WATER DIVISION

POSITION		BUDGET ACCT		2013					TOTAL SALARY RATE AT 12/31/2013	2014				
				GRADE STEP	ANNUAL					GRADE STEP	ANNUAL			
					REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
WATER DIRECTOR		6020	31- I	108,932	0	108,932	1.0	108,932	31- I	19,063	0	19,063	1.0	
ASST. WATER DIRECTOR		6020	26- D	76,534	0	76,534	1.0	73,590	26- D	88,089	0	88,089	1.0	
WATER QUALITY ENG		6020	23- I	79,944	1,725	81,669	1.0	79,944	23- I	83,924	1,857	85,781	1.0	
FIELD OPERATIONS SUPT.		6020						65,000	22- D	73,712	0	73,712	1.0	
WATER SUPERVISOR		6020	17- D	58,493	1,980	60,473	1.0	61,017	17- D	65,068	2,162	67,230	1.0	
STORM. PROG. COORD.		6030	17- G	63,250	1,153	64,403	1.0	63,250	17- G	64,193	1,277	65,470	1.0	
WATER AND SEWER INSP		6210	14- G	56,918	1,957	58,875	1.0	56,918	14- G	57,757	2,081	59,838	1.0	
SECRETARY I		6080	10- G	48,149	1,514	49,663	1.0	48,449	10- G	49,166	1,617	50,783	1.0	
CHIEF SURVEYOR		6210						29,252	15- G	29,866	689	30,555	0.5	
SURVEY INST. TECH		6030						24,856	11- G	25,228	0	25,228	0.5	
HEAVY EQ. OPER/MECH		6200	10- 3	50,053	841	50,894	1.0	52,892	10- 3	52,892	963	53,855	1.0	
SEN WATER PLANT OP		6220	10- 5	55,059	3,514	58,573	1.0	55,818	10- 5	55,818	2,010	57,828	1.0	
WATER MTR TECH		6200	10- 5	55,059	2,252	57,311	1.0	55,059	10- 5	55,059	2,343	57,402	1.0	
WATER PLANT OPERATOR		6220	8- 5	50,462	1,731	52,193	1.0	49,812	8- 5	49,812	989	50,801	1.0	
WATER PLANT OPERATOR		6220	8- 5	49,812	907	50,719	1.0	46,446	8- 5	49,462	0	49,462	1.0	
WATER PLANT OPERATOR		6220	8- 4	46,777	0	46,777	1.0							
MAINTENANCE IV		6230	8- 5	50,462	2,226	52,688	1.0	51,459	8- 5	51,459	2,308	53,767	1.0	
MAINTENANCE IV		6200	8- 5	50,112	1,484	51,596	1.0	50,752	8- 5	50,752	1,566	52,318	1.0	
SWEEPER OPERATOR		6240	7- 5	48,124	1,189	49,313	1.0	48,838	7- 5	48,838	1,268	50,106	1.0	
MAINTENANCE III		6200	6- 5	46,734	1,153	47,887	1.0	47,424	6- 5	47,434	1,230	48,664	1.0	
EQUIPMENT OPERATOR		6230	3- 5	44,306	1,732	46,038	1.0	45,302	3- 5	45,306	1,804	47,110	1.0	
EQUIPMENT OPERATOR		6200	3- 5	43,598	722	44,320	1.0	44,013	3- 5	44,013	794	44,807	1.0	
EQUIPMENT OPERATOR		6200	3- 5	41,961	0	41,961	1.0	42,141	3- 5	43,509	0	43,509	1.0	
EQUIPMENT OPERATOR		6200	3- 2	37,866	0	37,866	1.0	39,499	3- 2	41,522	0	41,522	1.0	
EQUIPMENT OPERATOR		6200						39,499	3- 2	41,522	0	41,522	1.0	
FULL TIME SUBTOTALS				1,162,605	26,080	1,188,685	21.0	1,280,161		1,233,464	24,958	1,258,422	23.0	
MAINTENANCE WORKER		6230	E	28,000		28,000	0.5		E	28,700		28,700	0.5	
CLERK TYPIST		6080							D	16,820		16,820	0.5	
OVERTIME		6620		150,000		150,000				160,000		160,000		
TRANSITIONAL WAGES		6200								8,947		8,947		
SHIFT DIFFERENTIAL		6621		1,000		1,000				1,000		1,000		
HOLIDAY PREMIUM		6622		12,000		12,000				12,000		12,000		
WEEKEND PREMIUM		6623		38,000		38,000				38,000		38,000		
OTHER SUBTOTALS				229,000	0	229,000	0.5	0		265,467	0	265,467	1.0	
WATER DEPARTMENT TOTALS				1,391,605	26,080	1,417,685	21.5	1,280,161 *		1,498,931	24,958	1,523,889	24.0	

* Information purposes only. Total is not meaningful due to omitting "other" wage types.

Note: 2014 salary figures account for planned retirement/succession plan among Department Director/Asst. Director/Field Operations Superintendent.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

WATER FUND

Expenditures:

Public Works and Water Resources - Water Division

PERSONNEL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
6020 Supervisory ¹	\$221,122	\$185,099	\$214,069	\$260,381	\$323,903	\$323,903	\$329,856
6030 Engineering/Technical	52,606	0	0	0	63,250	63,250	89,421
6080 Clerical	45,966	46,068	46,068	47,001	48,149	48,149	65,986
6200 Line Maintenance	415,723	390,972	383,166	373,795	270,324	270,324	385,650
6210 Inspectors	53,856	54,133	54,133	54,536	56,918	56,918	87,623
6220 Plant Operators	196,384	197,246	197,246	200,844	257,169	159,522	155,092
6230 Maintenance Workers	0	0	0	0	94,768	155,190	125,465
6240 Sweeper Operator	0	0	0	0	48,124	48,060	48,838
6580 Service Award	19,575	20,208	21,177	17,708	26,080	26,080	24,958
6590 Sick Pay	5,766	5,889	8,170	10,373	10,586	11,323	12,224
6620 Overtime	161,700	161,900	158,199	126,216	150,000	150,000	160,000
6621 Shift Differential	0	624	853	460	1,000	1,000	1,000
6622 Holiday Premium	0	9,462	10,231	9,125	12,000	12,000	12,000
6623 Weekend Premium	0	0	23,100	39,413	38,000	38,000	38,000
6880 Uniform Allowances	0	0	0	0	0	753	1,000
6920 Unemployment Comp. Ins.	5,408	4,840	6,263	5,941	8,043	7,000	15,559
6930 Social Security Taxes	88,175	79,196	82,047	87,526	110,430	104,382	117,588
6940 City Pension Plan	118,818	164,470	203,455	216,815	240,467	276,995	306,449
6941 Defined Contribution 401(a) Plan	0	0	0	0	0	0	5,055
6950 Term Life Insurance	4,937	3,993	4,614	4,661	5,926	5,620	6,397
6960 Group Hospitalization Ins.	204,515	187,407	223,927	218,892	283,710	263,940	316,591
6961 Long-Term Disability Ins.	1,659	1,364	1,540	1,806	2,303	2,180	2,468
6962 Dental Insurance	13,326	12,672	13,566	13,271	17,150	16,070	18,870
6963 Flexible Spending Account	26	33	78	78	78	40	156
6964 Health Savings Account	0	0	0	3,000	3,000	3,000	3,000
6965 Post-Employment Benefits	111,142	84,742	96,339	95,259	74,872	74,870	77,543
6966 Retirement Health Savings Account	0	0	0	0	0	0	938
TOTAL PERSONNEL SERVICES	\$1,720,704	\$1,610,318	\$1,748,241	\$1,787,101	\$2,146,250	\$2,118,569	\$2,407,726

¹In 2010, Supervisory employees included only the Water Director and Water Quality Engineer. The 2014 budget includes the Water Director, Assistant Water Director, Water Quality Engineer, Field Operations Superintendent, and Water Supervisor.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

WATER FUND

Expenditures:

Public Works and Water Resources - Water Division

MATERIALS AND SUPPLIES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
7080 Pumping Station Electric	\$55,290	\$55,893	\$39,982	\$40,669	\$50,000	\$30,000	\$35,000
7090 Treatment Plant Chemicals	91,674	103,481	107,796	103,689	140,000	115,000	125,000
7110 Safety Shoes and Supplies	1,828	4,510	2,594	2,089	3,500	3,500	3,500
7130 Tools, Field Sup., & Small Eq.	38,994	9,467	7,487	9,036	10,000	10,000	10,000
7140 Uniforms	3,095	2,509	0	504	1,500	1,500	1,500
7150 Office Supplies	1,332	1,539	2,055	3,840	3,000	3,000	3,000
7260 Line Maintenance	23,042	36,492	51,520	41,342	36,000	36,000	40,000
7270 Station Maintenance	708	1,182	1,417	2,097	4,000	4,000	3,000
7275 Reservoir Maintenance	0	6,088	4,562	3,006	6,000	6,000	6,000
7280 Treatment Plant Maintenance	21,066	10,159	10,948	18,715	20,000	25,000	25,000
7300 Machinery & Equipment Maint.	2,042	3	37	89	1,000	1,000	0
7320 Well Maintenance	228	4,188	1,652	428	4,000	4,000	0
7330 Meter Testing and Repairs	44,499	38,122	45,834	52,317	0	15,000	5,000
7401 Stormwater Program Supplies	0	0	0	0	7,400	7,690	0
7430 House Service Maintenance	2,347	0	0	0	0	0	0
7440 Conservation Program	0	0	0	1,540	2,500	2,500	2,500
7540 Inventory Adjustment	(8,046)	(8,738)	(988)	(9,659)	0	0	0
7550 Miscellaneous Supplies	3,013	1,253	733	267	0	500	0
TOTAL MATERIALS & SUPPLIES	\$281,112	\$266,148	\$275,629	\$269,969	\$288,900	\$264,690	\$259,500

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

WATER FUND

Expenditures:

Water Department

CONTRACTUAL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
8020 Advertising	\$262	\$2,203	\$5,657	\$6,626	\$6,000	\$6,000	\$2,000
8030 Casualty Insurance	86,857	96,207	90,468	101,576	115,993	115,993	136,817
8040 Merchant Fees and Discounts	5,307	38,727	67,691	50,849	50,000	66,500	65,000
8050 Telephone	5,170	5,160	5,216	5,699	6,000	6,000	6,000
8120 Outside Engineering	55,860	79,135	88,102	75,352	80,000	80,000	80,000
8130 Building & Equipment Rental	599	800	260	2,399	300	1,000	1,000
8131 Information Technology Cont'l	0	0	0	0	0	0	8,033
8260 Line Maintenance	86,646	41,496	156,709	115,316	180,000	180,000	180,000
8270 Station Maintenance	14,638	15,190	9,402	6,433	13,000	13,000	13,000
8275 Reservoir Maintenance	0	28,204	91,861	35,001	83,000	40,000	75,000
8280 Treatment Plant Maintenance	62,214	56,264	43,554	59,617	50,000	50,000	50,000
8300 Machinery & Equip. Maint.	1,168	768	367	401	750	750	750
8310 Vehicle Maintenance	862	0	0	0	0	0	0
8320 Well Maintenance	1,550	37,645	3,896	11,830	27,000	27,000	27,000
8330 Meter Testing and Repairs	278	0	445	0	0	0	15,000
8401 Stormwater Program Contractual	0	0	0	0	25,000	25,000	0
8440 Conservation Program	0	0	0	3,078	5,000	5,000	5,000
8480 Communication Equip. Maint.	445	0	50	0	0	0	0
8550 Misc. Contracted Services	7,418	9,041	3,874	4,940	0	7,972	12,000
TOTAL CONTRACTUAL SERVICES	\$329,274	\$410,840	\$567,552	\$479,117	\$642,043	\$624,215	\$676,600

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

WATER FUND

Expenditures:

Water Department

OTHER CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
9010 Bad Debt Expense	\$26,015	\$5,030	\$2,899	\$2,188	\$0	\$0	\$0
9020 Mileage & Small Bus. Expense	130	11	102	38	150	150	150
9040 Dues & Conference Expense	3,542	2,753	3,010	2,141	5,500	5,500	5,500
9051 Debt Service Principal	790,000	815,000	0	0	985,000	985,000	1,005,000
9052 Debt Service Interest	579,699	549,422	419,408	316,366	280,150	280,150	260,450
9053 Bond Costs	0	0	8,203	14,720	0	0	0
9054 Amortization of Refinance Loss	0	0	0	34,443	0	34,443	0
9055 Amortization of Lease Acquisition Costs	0	0	0	441	0	818	0
9056 Debt Service Principal-Smart Meters	0	0	0	0	0	0	303,165
9057 Debt Service Interest-Smart Meters	0	0	0	3,580	0	118,792	122,376
9058 Debt Service Principal-ECM	0	0	0	0	3,893	27,388	31,876
9059 Debt Service Interest-ECM	0	0	0	5,517	5,517	10,252	5,765
9060 Depreciation Expense	67,124	59,692	71,607	82,491	129,000	79,216	105,308
9070 Training	512	1,878	2,635	0	2,000	2,000	2,000
9099 Contingencies	0	0	0	0	0	0	15,000
TOTAL OTHER CHARGES	\$1,467,022	\$1,433,786	\$507,864	\$461,925	\$1,411,210	\$1,543,709	\$1,856,590

INTER-DEPT. CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
Vehicle and Equipment	\$82,380	\$97,017	\$118,928	\$109,502	\$103,808	\$93,735	\$93,490
Buildings and Grounds	12,831	5,958	9,397	10,944	11,921	12,249	12,083
Billings & Accounting	139,491	82,004	79,613	79,828	127,669	87,796	85,777
Printing and Reproduction	401	1,014	1,104	1,224	1,239	1,068	1,277
Warehousing	16,872	8,385	9,583	10,238	14,704	12,129	11,780
Electricity	248,000	259,717	255,693	250,746	246,084	219,156	236,250
Administrative Overhead	0	275,356	284,081	292,887	266,257	307,679	268,887
Other Indirect Charges	(72,972)	3,269	2,700	22,246	8,000	(39,700)	(118,612)
TOTAL INTER-DEPT. CHARGES	\$427,003	\$732,720	\$761,099	\$777,615	\$779,682	\$694,112	\$590,932

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

WATER FUND

Public Works and Water Resources - Water Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
CAPITAL PROJECTS BUDGET							
9580 Consulting Fees	\$27,254	\$3,990	\$2,288	\$328,898	\$227,500	\$0	\$0
9620 Land & Land Improvement	0	0	0	0	0	0	0
9621 Building & Structures	29,190	0	0	0	0	0	0
9622 Machinery & Equipment	32,421	70,898	154,261	15,805	0	53,922	171,204
9623 Autos & Trucks	25,267	17,813	0	112,766	0	0	0
9720 CIP - Storm Sewers Material	0	0	0	0	0	74,780	0
9730 CIP - Station Material	0	0	8,496	0	0	324,972	0
9740 CIP - Water Treat. Plant Mat'l	0	0	70,235	143,798	0	483,174	165,000
9750 CIP - Utility Svc Material	0	0	0	0	0	0	0
9760 CIP - Lines Material	17,139	0	15,939	0	490,000	313,430	40,000
9840 CIP - Water Treat. Plant Labor	0	0	0	2,258	0	0	90,000
9860 CIP - Lines Labor	4,153	0	0	0	0	0	0
9960 CIP - Lines Contractual	10,062	22,055	118,693	982,219	622,000	0	502,000
TOTAL CAPITAL PROJECTS BUDGET	\$145,486	\$114,756	\$369,912	\$1,585,744	\$1,339,500	\$1,250,278	\$968,204
CAPITAL PROJECT NUMBER & DESCRIPTION	GRANTS	CAPITAL RESERVES	OTHER SOURCES	CURRENT RESOURCES	EQUIPMENT REPLACEMENT		
W1401 Re-Bed Filters 1 and 2	\$0	\$0	\$0	\$180,000	\$0		
W1402 Air Stripper Replacement/Storage Tank Config.	0	0	0	75,000	0		
W1403 Storm Water Projects	0	0	1,500,000	0	0		
W1303 Water System Master Plan	0	0	0	40,000	0		
W1201 Water Main: Windy Hills to Red Mill	0	0	0	30,000	0		
W1101 Raceway Improvement/Dam Replacement	0	173,000	0	0	0		
W0503 Well Restoration	0	0	0	27,000	0		
W0403 Water Tank Mixing Retrofit	0	0	0	95,000	0		
W0002 Alternative Disinfection Equipment	0	28,796	0	121,204	0		
W9302 SCADA System	0	100,000	0	50,000	0		
W9308 Water Main Renovation Program	0	540,000	0	350,000	0		
W8605 Water Tank Maintenance	0	450,000	0	0	0		
WEQSF Vehicle Replacement Program	0	0	0	0	45,000		
TOTAL WATER FUND	\$0	\$1,291,796	\$1,500,000	\$968,204	\$45,000		

Water and Waste Water Department Profile

The Water and Waste Water Department provides potable water and sanitary sewage collection services through the various program divisions described below:

Administration and Engineering

Administration and Engineering are responsible for the overall management and supervision of water and waste water operations. Functional areas of responsibility include the engineering and design of water and waste water facilities, supervising and inspecting construction projects, and planning capital improvements. Water and waste water construction specifications are prepared for bidding under this program. The program staff prepare reports and recommendations to the City Manager and City Council on facility improvements and maintain an active liaison with engineering consultants.

In addition to overseeing operations, the program staff manage and update departmental records, computer programs, and water and wastewater base maps. Data on water and waste water operations is also collected and analyzed under this program. The Miss Utility program, which is designed to prevent damage by contractors to underground utilities, operates out of this program.

Significant accomplishments in 2013 include:

- Replacement of the Northwest Booster Station.
- Preparation of Plans and Specifications for the installation of a 16 inch water line across the White Clay Creek.
- Preparation of Plans and Specifications for the repairs to the roof of the concrete tank on Paper Mill Road.
- Preparation of Plans and Specifications to renovate treatment units 1, 2, and 3 at the Newark Water Treatment Plant.
- Daily management of the Automated Water Meter project.
- Began the investigation of the Kells and Academy Street sewer system to address University construction needs.
- Installed a new water line on Brook Hill Drive.
- Rebuilt Wells 17 and 13.
- Clean the settling basins at the Newark Water Treatment Plant.
- Installed SCADA equipment at the Concrete Pump Station, Louviers Tank, Well 17 and the sanitary sewer siphons on the Christina Creek.
- Continued inspection of the sanitary sewer system and repaired identified problems.
- Continued work on the analysis of options for the repair or replacement of the water

intake Dam on the White Clay Creek.

- Completed the removal of accumulated sediment and installed new piping to make future pond maintenance more efficient.

In 2014 we plan to accomplish the following:

- Replace or reline approximately 5000 feet of water line.
- Re-bed the Filters at the Southwell Field Treatment Plant.
- Install the new 16 inch water line across the White Clay Creek.
- Complete the renovation of Units 1, 2, and 3 at the Newark Water Treatment Plant.
- Repaint the Windy Hills and Louviers water towers.
- Install SCADA equipment on the Northwest Booster Station, Wells 13, 14, 15, 16, water tanks, sewage lift stations, and the Arbour Park pump station.
- Replace the pump equipment at the pressure sustaining station for Arbour Park.
- Develop a final plan for the repair or replacement of the dam and intake structure on the White Clay Creek.
- Complete other miscellaneous projects on the Capital Improvement and General Operating Budget Preventative Maintenance Plans.
- Work with IT and other departments to develop a GIS system on which we can manage and track our activities related to our water and wastewater systems.
- Facilitate the review and approval process related to the possible construction of a Cell Tower and associated equipment at the Academy Street Water Facility.
- Design a 12 inch water extension to connect water lines in the Windy Hills development to Red Mill Road. This project will provide a critical second water supply to what is now a significant dead end on our system.

Wells, Plants, and Stations

This program manages the operation and maintenance of all equipment and facilities at eleven well sites, the Newark Water Treatment Plant, the South Well Field Treatment Plant, and six Potable Water Pump stations. The Newark Water Treatment Plant can treat up to 5 million gallons a day while the South Well Field Treatment Plant can treat up to 3 million gallons per day. During 2013 approximately 57% of our water was produced at the Newark Water Treatment Plant, and 43% was produced at our South Well Field Treatment Plant.

Significant accomplishments in 2013 include:

- Maintained treatment plant equipment so that we could consistently produce a high quality drinking water.
- Performed routine maintenance on pumps, motors, and associated equipment instruments.
- Troubleshoot and remedy problems as they develop.
- Recommend to the Water Quality Engineer general maintenance and capital improvements to improve system operation.

- Participated in development of the SCADA system.
- Assisted in the development of an effective warehousing system to track and store spare parts.

In 2014 we plan to accomplish the following:

- Continue to operate and maintain the treatment plants in an exemplary manner.
- The operators will assist with the installation and integration of the SCADA system into the daily operation of the water system.
- With the operator's assistance, we will identify system improvements that can be implemented through the Capital or Operating budget process.

Water Distribution

The water distribution system provides water services to approximately 34,600 customers including approximately 28,547 Newark residents. On an annual basis more than 1.3 billion gallons of water is pumped through 162 miles of pipe to serve approximately 8,900 residential water service accounts. In addition, the City services approximately 1,250 commercial and industrial accounts.

The water distribution program is responsible for installing, repairing and maintaining water lines, hydrants, meters, and valves, performing and assisting with maintenance activities at the water treatment plants and waste water facilities, and performing operation and maintenance activities associated with the reservoir.

The goals of the water distribution program are to maintain and repair water lines, meters, and hydrants to distribute treated water to all residents and customers at adequate volumes and pressures.

Significant accomplishments in 2013 include:

- Replaced and found numerous curb stops, to allow for the installation of the new water meters.
- Performed routine and unplanned flushing of the water system to restore and maintain finished water quality throughout the water system.
- Utilized the water leak correlators to locate water leaks reducing the areas that need to be restored.
- Utilized the Street Department Crews to quickly repair sidewalks and perform other maintenance tasks beyond our ability in lieu of using contractors so that we can focus on water system maintenance.
- Continue the practice of providing outstanding service to the citizens of Newark through rapid response to requests for water related services.
- Performed maintenance activities in the early morning hours when doing so will cause less disruption to our customers.

In 2014 we plan to accomplish the following:

- Focus our flushing operations in areas of concern using techniques that will maximize the effectiveness our efforts.
- Maintain and test the new water meters as necessary to maintain the system warranty and effectiveness.
- As we are able we will perform system maintenance on the valves and fire hydrants on the system.

Waste Water

More than 2.2 billion gallons of sewage is conveyed annually through the City's 93 miles of sewer collection lines. The sanitary sewer system operates primarily by gravity. We utilize three pump stations at Bellevue Road, Cooches Bridge and Silverbrook, to pump sewage from the lowest area of the city back to our gravity system. Sewage that originates in the City flows to and through the New Castle County system and is delivered to the Wilmington Regional Waste Water Treatment Facility.

The waste water program is responsible for maintaining the sanitary sewer system and distribution lines. We perform preventive maintenance in sewer mains and laterals within the City right-of-way using a variety of methods including rodding, flushing and chemical root control.

The goals of the waste water program are to provide superior sewage collection, maintain sewer mains and laterals, prevent stoppages through preventive maintenance activities, and reduce inflow and infiltration.

Significant accomplishments in 2013 include:

- The identification and removal of several grease influenced blockages.
- Repair of defective sewer lines identified through our sanitary sewer inspection program.

In 2014 we plan to accomplish the following:

- Identify several more regular maintenance locations that can be corrected.
- As time allows, and in coordination with the building department, work on the development of a Fat Oil and Grease (FOG) program.

CITY OF NEWARK, DELAWARE

2014 OPERATING BUDGET

PUBLIC WORKS AND WATER RESOURCES
SEWER DIVISION

Presented to City Council November 11, 2013

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

SEWER FUND

Public Works and Water Resources - Sewer Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
REVENUES							
Sewer Service Charge	\$4,155,257	\$5,505,785	\$5,603,530	\$5,976,694	\$5,809,059	\$ 6,173,683	\$ 6,674,419
No. of Gallons (Thousands)	821,570	819,731	760,850	794,166	819,597	802,824	881,760
Penalties	10,710	21,144	25,632	22,975	22,452	28,772	25,790
Service Fees	1,899	(400)	(150)	(50)	1,100	49,063	1,100
Other Revenues	100	2,446	617,958	26,021	0	0	0
Interest Revenue	41,433	33,608	28,665	26,001	27,530	27,480	27,480
Total	\$4,209,399	\$5,562,583	\$6,275,635	\$6,051,641	\$5,860,141	\$6,278,998	\$6,728,789
Less: County Sewer Charge	3,311,200	3,692,586	3,657,106	4,019,672	3,679,420	4,562,268	4,585,820
No. of Gallons (Thousands)	838,736	867,358	845,952	863,120	864,785	857,702	887,215
Gross Operating Revenue	\$898,199	\$1,869,997	\$2,618,529	\$2,031,969	\$2,180,721	\$1,716,731	\$2,142,969
OPERATING EXPENSES							
Personnel Services	\$0	\$158,588	\$146,917	\$157,525	\$175,698	\$164,323	\$184,202
Materials & Supplies	11,561	18,383	(5,431)	18,694	20,100	19,800	30,800
Contractual Services	108,808	137,367	182,756	132,340	171,716	186,716	181,713
Other Charges	6,027	2,729	4,238	4,465	36,700	2,786	41,786
Subtotal	\$126,396	\$317,067	\$328,480	\$313,024	\$404,214	\$373,625	\$438,501
Inter-Dept. Charges	216,423	219,169	223,926	219,125	236,085	252,965	187,674
Total Operating Expenses	\$342,819	\$536,236	\$552,406	\$532,149	\$640,299	\$626,590	\$626,175
Net Operating Margin (Before Capital Costs)	\$555,380	\$1,333,761	\$2,066,123	\$1,499,820	\$1,540,422	\$1,090,141	\$1,516,794

PUBLIC WORKS & WATER RESOURCES DEPARTMENT
2014 WAGE AND SALARY BUDGET
PAGE 2 OF 6 - SEWER DIVISION

POSITION	BUDGET ACCT	2013							TOTAL SALARY RATE AT 12/31/2013	2014										
		GRADE	STEP	ANNUAL						GRADE	STEP	ANNUAL								
				BASE RATE	LONG. RATE	REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT				FT POS	BASE RATE	LONG. RATE	REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS		
MAINTENANCE IV	6200	8- 5		49,462	350	49,812	989	50,801	1.0	49,816	8- 5		49,462	350	49,812	1,072	50,884	1.0		
EQUIP OPERATOR	6200	3- 5		39,835	0	39,835	0	39,835	1.0	42,658	3- 4		43,249	0	43,249	0	43,249	1.0		
FULL TIME SUBTOTALS				89,297	350	89,647	989	90,636	2.0	92,474			92,711	350	93,061	1,072	94,133	2.0		
OVERTIME	6620	8,000							8,000		8,000							8,000		
TRANSITIONAL WAGES	6200										927							927		
SHIFT DIFFERENTIAL	6621	50							50		50							50		
OTHER SUBTOTALS							8,050	0	8,050	0.0	0						8,977	0	8,977	0.0
SEWER DEPARTMENT TOTALS		89,297							350	97,697	989	98,686	2.0	92,474 *	92,711	350	102,038	1,072	103,110	2.0

* Information purposes only. Total is not meaningful due to omitting "other" wages.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

SEWER FUND

Expenditures:

Public Works and Water Resources - Sewer Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
PERSONNEL SERVICES							
6200 Line Maintenance	\$0	\$88,842	\$80,492	\$86,959	\$89,647	\$90,530	\$93,988
6580 Service Award	0	0	792	889	989	989	1,072
6590 Sick Pay	0	939	244	611	1,015	1,149	1,218
6620 Overtime	0	12,870	8,067	6,270	8,000	8,000	8,000
6621 Shift Differential	0	86	26	0	50	50	50
6920 Unemployment Comp. Ins.	0	546	548	977	766	766	1,286
6930 Social Security Taxes	0	7,794	6,783	7,770	7,011	7,700	7,982
6940 City Pension Plan	0	15,432	19,091	20,435	18,542	21,359	24,625
6950 Term Life Insurance	0	444	398	457	473	520	491
6960 Group Hospitalization Ins.	0	20,823	19,056	23,979	41,922	27,310	37,769
6961 Long-Term Disability Ins.	0	151	151	173	180	180	186
6962 Dental Insurance	0	0	108	0	1,330	0	1,339
6965 Post-Employment Benefits	0	10,661	11,161	9,005	5,773	5,770	6,196
TOTAL PERSONNEL SERVICES	\$0	\$158,588	\$146,917	\$157,525	\$175,698	\$164,323	\$184,202

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
MATERIALS AND SUPPLIES							
7110 Safety Shoes and Supplies	\$262	\$0	\$220	\$221	\$800	\$800	\$800
7130 Tools, Field Sup., & Small Eq.	754	2,458	842	1,187	4,000	4,000	15,000
7140 Uniforms	427	141	0	0	300	0	0
7260 Line Maintenance	6,996	12,371	6,620	16,923	13,000	13,000	13,000
7270 Station Maintenance	41	1,167	848	466	2,000	2,000	2,000
7300 Machinery & Equipment Maint.	0	0	0	0	0	0	0
7540 Inventory Adjustment	3,081	2,246	(13,961)	(103)	0	0	0
TOTAL MATERIALS & SUPPLIES	\$11,561	\$18,383	(\$5,431)	\$18,694	\$20,100	\$19,800	\$30,800

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

SEWER FUND

Expenditures:

Public Works and Water Resources - Sewer Division

CONTRACTUAL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
8030 Casualty Insurance	\$1,119	\$103	\$1,201	\$2,471	\$1,116	\$1,116	\$1,113
8040 Merchant Fees and Discounts	5,598	31,815	54,439	42,678	35,000	50,000	45,000
8050 Telephone	550	563	585	340	600	600	600
8120 Outside Engineering	20,361	1,680	26,890	26,260	30,000	30,000	30,000
8260 Line Maintenance	70,024	92,815	92,638	55,451	100,000	100,000	100,000
8270 Station Maintenance	10,985	10,383	6,841	5,140	5,000	5,000	5,000
8330 Meter Testing and Repairs	0	0	162	0	0	0	0
8550 Misc. Contracted Services	171	8	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES	\$108,808	\$137,367	\$182,756	\$132,340	\$171,716	\$186,716	\$181,713

OTHER CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
9010 Bad Debt Expense	\$6,027	\$1,436	\$1,632	\$1,879	\$0	\$0	\$0
9060 Depreciation Expense	0	1,293	2,586	2,586	36,500	2,586	37,586
9070 Training	0	0	20	0	200	200	200
9099 Contingencies	0	0	0	0	0	0	4,000
TOTAL OTHER CHARGES	\$6,027	\$2,729	\$4,238	\$4,465	\$36,700	\$2,786	\$41,786

INTER-DEPT. CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
Vehicle and Equipment	\$7,996	\$441	\$302	\$463	\$257	\$317	\$403
Buildings and Grounds	5,922	2,651	4,181	4,869	5,304	5,449	5,376
Billings & Accounting	97,644	79,713	77,521	77,709	97,276	85,286	67,919
Printing and Reproduction	201	0	0	0	0	0	0
Warehousing	11,247	834	2,713	2,898	2,542	3,207	3,108
Electricity	14,100	17,517	15,693	10,746	15,884	14,156	10,050
Administrative Overhead	0	112,750	119,732	126,985	111,322	138,150	94,218
Other Indirect Charges	79,313	5,263	3,784	(4,545)	3,500	6,400	6,600
TOTAL INTER-DEPT. CHARGES	\$216,423	\$219,169	\$223,926	\$219,125	\$236,085	\$252,965	\$187,674

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

SEWER FUND

Public Works and Water Resources - Sewer Division

CAPITAL PROJECTS BUDGET	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
9580 Consulting Fees	\$11,415	\$227,143	\$730,879	\$105,774	\$120,000	\$159,328	\$120,000
9620 Land & Land Improvement	0	0	0	0	0	0	0
9622 Machinery & Equipment	0	25,857	0	0	0	0	0
9623 Autos & Trucks	0	0	0	0	0	0	153,844
9760 CIP - Lines Material	0	7,230	211,775	365,656	40,000	0	0
9860 CIP - Lines Labor	942	0	7,768	882	0	0	0
9960 CIP - Lines & Streets Contractual	142,084	14,516	63,093	13,068	0	0	0
TOTAL CAPITAL PROJECTS BUDGET	\$154,441	\$274,746	\$1,013,515	\$485,380	\$160,000	\$159,328	\$273,844
CAPITAL PROJECT NUMBER & DESCRIPTION	<u>GRANTS</u>	<u>CAPITAL RESERVES</u>	<u>OTHER SOURCES</u>		<u>CURRENT RESOURCES</u>	<u>EQUIPMENT REPLACEMENT</u>	
S1201 Sewer Jet Truck 243 Replacement	\$0	\$0	\$0		\$153,844	\$146,156	
S0904 Sanitary Sewer Study	0	188,000	0		120,000	0	
TOTAL SEWER FUND	\$0	\$188,000	\$0	\$0	\$273,844	\$146,156	

CITY OF NEWARK, DELAWARE

2014 OPERATING BUDGET

PUBLIC WORKS AND WATER RESOURCES
REFUSE DIVISION

Presented to City Council November 11, 2013

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Public Works and Water Resources - Refuse Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
OPERATING EXPENSES							
Personnel Services	\$1,072,022	\$1,112,061	\$1,140,152	\$1,132,563	\$970,008	\$997,130	\$947,702
Materials and Supplies	15,433	25,183	19,431	29,361	21,900	23,550	19,600
Contractual Services	490,025	460,859	690,924	630,507	605,635	538,168	565,086
Other Charges	<u>260,753</u>	<u>280,761</u>	<u>288,545</u>	<u>274,013</u>	<u>196,840</u>	<u>211,757</u>	<u>181,533</u>
Subtotal	\$1,838,233	\$1,878,864	\$2,139,052	\$2,066,444	\$1,794,383	\$1,770,605	\$1,713,921
Inter-Dept. Charges	<u>391,331</u>	<u>424,024</u>	<u>531,258</u>	<u>564,025</u>	<u>484,144</u>	<u>478,209</u>	<u>472,426</u>
Total Operating Expenses	<u>\$2,229,564</u>	<u>\$2,302,888</u>	<u>\$2,670,310</u>	<u>\$2,630,469</u>	<u>\$2,278,527</u>	<u>\$2,248,814</u>	<u>\$2,186,347</u>

PUBLIC WORKS & WATER RESOURCES DEPARTMENT
2014 WAGE AND SALARY BUDGET
PAGE 3 OF 6 - REFUSE DIVISION

POSITION	BUDGET ACCT	GRADE STEP	2013				TOTAL SALARY RATE AT 12/31/2013	GRADE STEP	2014			
			ANNUAL						ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
TRANS STA OPER	6240	8- 5	50,462	1,896	52,358	1.0	50,462					
DRIVER/COLLECTOR	6240						50,462	8- 5	50,462	1,978	52,440	1.0
REFUSE DRIVER II	6240	8- 5	50,112	1,319	51,431	1.0	50,112					
DRIVER/COLLECTOR	6240	8- 5					50,112	8- 5	50,112	1,401	51,513	1.0
DRIVER/COLLECTOR	6240	8- 5	50,462	2,143	52,605	1.0	50,462	8- 5	50,462	2,226	52,688	1.0
DRIVER/COLLECTOR	6240	8- 5	50,462	1,896	52,358	1.0	50,462	8- 5	50,462	1,978	52,440	1.0
DRIVER/COLLECTOR	6240	8- 5	50,462	1,896	52,358	1.0	50,462	8- 5	50,462	1,978	52,440	1.0
DRIVER/COLLECTOR	6240	8- 5	50,462	1,731	52,193	1.0	50,462	8- 5	50,462	1,814	52,276	1.0
DRIVER/COLLECTOR	6240	8- 5	50,112	1,484	51,596	1.0	50,112	8- 5	50,112	1,566	51,678	1.0
DRIVER/COLLECTOR	6240	8- 5	49,812	1,072	50,884	1.0	49,812					
REFUSE DRIVER I	6240	6- 5	27,193	0	27,193	1.0	47,134	6- 5	47,134	2,461	49,595	1.0
REFUSE DRIVER I	6240						46,779	6- 5	46,872	1,538	48,410	1.0
KNUCKLEBOOM OPERATOR	6240	9- 4	49,842	1,583	51,425	1.0	0					
REFUSE COLLECTOR	6240	3- 5	43,656	794	44,450	1.0	43,656	3- 5	43,656	866	44,522	1.0
FULL TIME SUBTOTALS			523,037	15,814	538,851	11.0	640,489		490,196	17,806	508,002	10.0
SEASONAL (2)			29,000		29,000				19,000		19,000	
OVERTIME			60,000		60,000				15,000		15,000	
TRANSITIONAL WAGES									4,818		4,818	
SHIFT DIFFERENTIAL			0		0				0		0	
HOLIDAY PREMIUM			0		0				0		0	
WEEKEND PREMIUM			0		0				0		0	
OTHER SUBTOTALS			89,000	0	89,000	0.0	0		38,818	0	38,818	0.0
REFUSE DEPARTMENT TOTALS			612,037	15,814	627,851	11.0	640,489 *		529,014	17,806	546,820	10.0

* Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Public Works and Water Resources - Refuse Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
PERSONNEL SERVICES							
6240 Refuse Workers	\$605,271	\$578,005	\$567,820	\$571,878	\$523,037	\$542,000	\$495,014
6580 Service Award	13,608	15,181	16,039	17,944	15,814	15,814	17,806
6590 Sick Pay	2,325	3,152	2,920	3,039	3,778	3,731	4,387
6610 Seasonal	21,194	27,156	26,463	26,832	19,000	14,000	19,000
6620 Overtime	35,117	43,349	35,751	31,675	35,000	21,000	15,000
6880 Uniform Allowance	0	0	0	0	0	230	0
6920 Unemployment Comp. Ins.	4,274	4,251	4,837	4,862	4,980	4,980	7,197
6930 Social Security Taxes	50,566	48,342	48,634	53,120	45,641	45,650	42,170
6940 City Pension Plan	110,111	118,316	140,980	147,979	102,556	118,135	129,712
6950 Term Life Insurance	3,145	3,026	2,980	3,034	2,617	2,800	2,587
6960 Group Hospitalization Ins.	174,726	184,124	201,090	194,392	172,645	182,820	171,656
6961 Long-Term Disability Ins.	1,173	1,143	1,123	1,151	992	1,060	980
6962 Dental Insurance	12,399	13,258	13,419	13,591	12,015	12,980	9,417
6963 Flexible Spending Account	13	32	0	0	0	0	0
6965 Post-Employment Benefits	38,100	72,726	78,096	63,066	31,933	31,930	32,776
TOTAL PERSONNEL SERVICES	\$1,072,022	\$1,112,061	\$1,140,152	\$1,132,563	\$970,008	\$997,130	\$947,702

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
MATERIALS AND SUPPLIES							
7110 Safety Shoes and Supplies	\$2,053	\$1,791	\$2,159	\$2,134	\$1,500	\$1,500	\$2,000
7130 Tools, Field Sup., & Small Eq.	161	401	992	30	500	3,750	400
7132 Refuse Collection Carts	0	14,095	14,796	20,246	15,000	15,000	7,700
7140 Uniforms	2,622	2,961	1,439	340	500	500	500
7270 Station Maintenance	2,144	786	1,375	3,225	1,500	2,000	1,000
7460 Street Cleaning	3,240	1,973	978	2,599	2,100	0	0
7462 Recycling Supplies	5,200	997	19	0	500	500	7,700
7540 Inventory Adjustment	0	1,792	(3,018)	532	0	0	0
7550 Miscellaneous Supplies	13	387	691	255	300	300	300
TOTAL MATERIALS & SUPPLIES	\$15,433	\$25,183	\$19,431	\$29,361	\$21,900	\$23,550	\$19,600

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Public Works and Water Resources - Refuse Division

CONTRACTUAL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
8030 Casualty Insurance	\$27,238	\$34,544	\$36,492	\$34,940	\$38,035	\$38,035	\$36,986
8050 Telephone	441	301	238	194	300	300	300
8190 Refuse Disposal-Landfill	438,871	407,959	630,433	575,863	485,800	485,800	515,000
8200 Printing & Reproduction	518	0	0	0	500	500	2,500
8250 Building & Grounds Maintenance	1,074	221	0	0	0	33	0
8270 Station Maintenance	13,966	10,440	15,674	11,573	10,000	5,000	2,000
8480 Communication Equip. Maint.	617	0	0	0	500	500	300
8550 Misc. Contracted Services	7,300	7,394	8,087	7,937	70,500	8,000	8,000
TOTAL CONTRACTUAL SERVICES	\$490,025	\$460,859	\$690,924	\$630,507	\$605,635	\$538,168	\$565,086

OTHER CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
9060 Depreciation Expense	\$260,753	\$280,261	\$288,305	\$274,013	\$178,840	\$211,757	\$177,233
9070 Training	0	500	240	0	0	0	300
9090 Other Special Programs	0	0	0	0	18,000	0	0
9099 Contingencies	0	0	0	0	0	0	4,000
TOTAL OTHER CHARGES	\$260,753	\$280,761	\$288,545	\$274,013	\$196,840	\$211,757	\$181,533

INTER-DEPT. CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
Vehicles and Equipment	\$287,285	\$351,377	\$409,514	\$428,949	\$355,197	\$371,128	\$368,398
Buildings and Grounds	0	1,638	2,583	3,008	3,277	3,367	3,322
Billings & Accounting	41,848	0	50,494	54,035	45,687	62,163	60,448
Printing and Reproduction	310	860	937	1,039	1,051	906	1,084
Warehousing	0	0	1,158	1,237	1,205	236	210
Electric Used - Transfer Station	6,000	8,459	7,436	5,602	7,727	6,905	5,308
Other Indirect Charges	55,888	61,690	59,136	70,155	70,000	33,504	33,656
TOTAL INTER-DEPT. CHARGES	\$391,331	\$424,024	\$531,258	\$564,025	\$484,144	\$478,209	\$472,426

Public Works Division Profile

The Public Works Division is responsible for the proper installation of new infrastructure and the maintenance of existing infrastructure through its program divisions described below:

Engineering

The Engineering Division is responsible for the review of new subdivision plans, stormwater management, contract administration, survey support, administration of our annual Sidewalk Program and administration of our annual Street Improvement Program.

In regards to stormwater management, the City is responsible for both the state-wide sediment and stormwater management and the national pollutant discharge elimination system (NPDES) Phase 2 stormwater quality program. The state-wide sediment and stormwater management, which began in July, 1991 was delegated by the State of Delaware to certified Public Works personnel for review of plans, construction inspection and maintenance of stormwater management facilities. The City, per federal mandate, has been listed as a City required to comply with the 1999 NPDES Phase 2 regulations, which deals strictly with the quality of stormwater. The review of stormwater plans and calculations is included in the review of new subdivision construction improvement plans. In 2013, approximately seventy (70) plans were reviewed for subdivisions, commercial and U of D sites including stormwater management plans and calculations. We successfully completed all of our objectives listed in our NPDES permit.

For 2014, in addition to completing our objectives for our NPDES permit and reviewing new subdivision plans, the division will implement new stormwater regulations promulgated by the state.

In regards to subdivision inspection, inspection continued on numerous subdivisions, commercial, U of D and new single family home construction.

Each year, the division takes one seventh of the City to inspect sidewalks and send out notifications to residents for repairs. The seventeenth year of the Sidewalk Maintenance Program was implemented.

Each year the division performs an annual street survey to compile the condition rating for all streets. In the past, we have prioritized repairs utilizing this rating on a worst-first criteria. For several years we engaged a consulting engineer to utilize an optimization software program to determine the most cost effective road restoration program. Due to budget considerations we reverted to an observational analysis to determine which roads would be repaired and how we would split our available funds between preventative, functional or structural maintenance. The computer optimization

ought to be restored at the earliest opportunity so that we can more effectively utilize our funding, increase our overall street rating and reduce the dollar value of our backlog of streets needing repair.

Per the Americans with Disabilities Act (ADA) a transition plan was established to bring all sidewalk accessibility into compliance within 20 years. This 20 year program is based on the completion of approximately 50 handicap ramps per year. In 2013 (the fourth year) we were able to complete approximately 60 ramps.

Refuse Division

The Refuse Division performs numerous services including regular trash collection, curbside recycling collection, bulk or special pick-up service, Green Wednesday yard waste collection, and transfer station operation. The curbside program and the Green Wednesday yard waste collection program were implemented in 2009. We continue to experience significant diversion of recyclable materials and are working with DSWA to develop a new Differential Disposal agreement that will pay us for recyclables when the price rises above an established floor. In no case will be required to pay a tipping fee for recyclables.

During 2013 we stopped using the City Transfer Station and have been taking our trash to the County transfer facility outside of Middletown. The use of State roads allows us to haul larger loads. Keeping the trucks out of the landfill has eliminated maintenance issues with corrosion, tire, and equipment damage. Eliminating the transfer station will also allow us to avoid significant costs to repair and replace equipment at the city facility as well as eliminate the need for several pieces of rolling stock.

In 2014 we will be removing the physical features at the landfill and close the facility on accordance with DNREC regulations. It would also be prudent to continue our efforts to educate the public about recycling so that we can avoid the cost to dispose of trash.

Street Division

The Street Division is responsible for several operational tasks including minor repairs of streets and curbs, repair of city owned sidewalks, maintenance of the City's compost areas, the application of traffic control road markings and placement of traffic control signs, downtown sidewalk cleaning, leaf collection and snow plowing. In addition to the several tasks listed, this division routinely helps other departments and Public Works divisions as required.

The Street Division has been busy repairing road, sidewalk and curbing damaged during water and sewer maintenance activities. This has been an extremely effective utilization of this in house capability and has sped the pace of repairs as we maintain the water and sewer system. During this year's leaf collection season we expect to see a dramatic reduction, if not elimination, of overtime now that we have two single man collection vehicles. The street department also installed sharrows on Main

Street and New London Avenue creating a comprehensive bicycle infrastructure to get into and out of the city. We also installed the signs for the renaming of Elkton Road to South Main.

We have also initiated the cleaning of the Iron Glen compost site and are investigating alternative disposal opportunities to reduce the costs associated with this activity.

Maintenance Division

It is the task of this division to maintain all 215 vehicles or stationary equipment as well as administer all contractual maintenance work on our building facilities.

CITY OF NEWARK, DELAWARE

2014 OPERATING BUDGET

PUBLIC WORKS AND WATER RESOURCES
ENGINEERING DIVISION

Presented to City Council November 11, 2013

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Public Works and Water Resources - Engineering Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
OPERATING EXPENSES							
Personnel Services	\$976,187	\$1,010,855	\$1,050,304	\$1,050,290	\$584,385	\$556,579	\$524,221
Materials and Supplies	10,934	20,823	13,592	10,268	5,150	4,850	5,150
Contractual Services	30,555	36,436	41,256	52,649	42,112	41,862	41,900
Other Charges	6,900	8,465	7,778	9,161	10,250	8,360	13,955
Subtotal	\$1,024,576	\$1,076,579	\$1,112,930	\$1,122,368	\$641,897	\$611,651	\$585,226
Inter-Dept. Charges	13,225	(74,829)	(35,866)	(37,649)	(42,785)	(18,713)	47,138
Total Operating Expenses	\$1,037,801	\$1,001,750	\$1,077,064	\$1,084,719	\$599,112	\$592,938	\$632,364

**PUBLIC WORKS WATER RESOURCES DEPARTMENT
2014 WAGE AND SALARY BUDGET
PAGE 6 OF 6 - ENGINEERING DIVISION**

POSITION	BUDGET ACCT	2013					TOTAL SALARY RATE AT 12/31/2013	2014					
		GRADE STEP	ANNUAL					GRADE STEP	ANNUAL				
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS	
PUBLIC WORKS DIRECTOR	6020	31- I	4,465	140	4,605	1.0	0		18- I	69,693	2,726	72,419	1.0
FIELD OPERATIONS SUPT.	6020	22- D	68,511	0	68,511	1.0	65,000						
PUBLIC WORKS SUPT.	6020	21- I	6,466	359	6,825	1.0	0						
ENGINEERING ASSISTANT	6030	18- I	66,422	2,617	69,039	1.0	66,422						
SPEC PROJ COORD.	6030	17- G	63,900	4,298	68,198	1.0	63,900						
CHIEF SURVEYOR	6210	15- G	13,994	301	14,295	0.5	29,252	15- G	29,688	689	30,377	0.5	
UTILITY INSPECTOR	6210	14- G	56,918	2,144	59,062	1.0	56,918	14- G	57,757	2,270	60,027	1.0	
UTILITY INSPECTOR	6210	14- G	56,568	1,491	58,059	1.0	56,568	14- G	57,407	1,608	59,015	1.0	
SURVEY INST. TECH	6030						24,856	11- G	25,233	0	25,233	0.5	
FULL TIME SUBTOTALS			337,244	11,350	348,594	7.5	362,916		304,621	11,762	316,383	5.0	
TRANSITIONAL WAGES								2,321					
OVERTIME								5,000					
OTHER SUBTOTALS							0	7,321					
ENGINEERING DEPARTMENT TOTALS													
</													

* Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Public Works and Water Resources - Engineering Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
PERSONNEL SERVICES							
6020 Supervisory	\$180,595	\$180,595	\$180,595	\$184,239	\$79,442	\$62,802	\$0
6030 Engineering/Technical	222,403	226,092	229,233	233,780	130,322	130,320	162,090
6080 Clerical	45,614	45,718	45,718	39,609	0	0	0
6210 Inspectors	168,313	169,679	168,536	172,972	127,480	128,230	144,852
6580 Service Award	16,375	18,073	18,925	20,108	11,350	11,350	11,762
6590 Sick Pay	8,838	10,638	10,307	9,863	7,157	6,176	6,665
6600 Part-time	17,204	0	0	0	0	0	0
6620 Overtime	18,113	21,599	17,684	17,264	20,000	5,000	5,000
6880 Uniform Allowance	0	0	0	0	0	470	0
6920 Unemployment Comp. Ins.	3,336	3,011	3,496	3,498	2,777	2,777	3,216
6930 Social Security Taxes	50,407	50,632	50,557	52,476	39,870	38,510	25,274
6940 City Pension Plan	107,857	120,846	143,994	151,138	69,753	80,349	80,174
6941 Defined Contribution 401(a) Plan	0	0	0	0	5,138	4,125	0
6950 Term Life Insurance	2,942	2,924	2,953	2,954	1,789	1,960	1,608
6960 Group Hospitalization Ins.	89,664	81,056	89,809	89,092	60,096	55,870	57,166
6961 Long-Term Disability Ins.	942	947	951	1,219	677	830	609
6962 Dental Insurance	6,251	7,763	7,692	7,587	5,884	5,410	5,437
6963 Flexible Spending Account	13	33	78	78	7	40	0
6965 Post-Employment Benefits	37,320	71,249	79,776	64,413	21,719	21,720	20,368
6966 Retirement Health Savings Account	0	0	0	0	924	640	0
TOTAL PERSONNEL SERVICES	\$976,187	\$1,010,855	\$1,050,304	\$1,050,290	\$584,385	\$556,579	\$524,221

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
MATERIALS AND SUPPLIES							
7110 Safety Shoes & Supplies	\$590	\$801	\$470	\$465	\$600	\$600	\$500
7130 Tools, Field Sup., & Small Eq.	31	1,056	759	1,688	1,000	1,000	1,000
7140 Uniforms	935	0	463	38	800	500	500
7150 Office Supplies	3,342	2,192	1,968	2,597	2,500	2,500	3,000
7401 Stormwater Program (1)	5,848	16,348	9,808	5,466	0	0	0
7550 Miscellaneous Supplies	188	426	124	14	250	250	150
TOTAL MATERIALS & SUPPLIES	\$10,934	\$20,823	\$13,592	\$10,268	\$5,150	\$4,850	\$5,150
(1) Program moved to the Water Fund							

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Public Works and Water Resources - Engineering Division

CONTRACTUAL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
8020 Advertising	\$1,016	\$1,158	\$1,344	\$1,676	\$1,160	\$1,160	\$1,000
8030 Casualty Insurance	15,148	17,025	15,955	14,276	15,552	15,552	15,750
8050 Telephone	4,884	4,872	4,850	5,090	4,900	4,900	4,900
8120 Outside Engineering	5,676	10,349	12,773	24,576	20,000	20,000	20,000
8401 Stormwater Program (1)	2,824	2,103	5,788	7,019	0	0	0
8480 Communication Equip. Maint.	684	98	0	0	0	0	0
8550 Misc. Contracted Services	323	831	546	12	500	250	250
TOTAL CONTRACTUAL SERVICES	\$30,555	\$36,436	\$41,256	\$52,649	\$42,112	\$41,862	\$41,900
(1) Program moved to the Water Fund							

OTHER CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
9020 Mileage & Small Bus. Expense	\$19	\$58	\$48	\$21	\$50	\$50	\$50
9040 Dues & Conference Expense	2,231	3,024	1,810	2,555	700	1,000	700
9060 Depreciation Expense	3,760	5,110	5,110	6,516	9,100	6,910	8,805
9070 Training	890	273	810	69	400	400	400
9099 Contingencies	0	0	0	0	0	0	4,000
TOTAL OTHER CHARGES	\$6,900	\$8,465	\$7,778	\$9,161	\$10,250	\$8,360	\$13,955

INTER-DEPT. CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
Vehicles and Equipment	\$18,401	\$21,592	\$23,838	\$20,750	\$20,853	\$15,653	\$17,672
Buildings and Grounds	33,557	1,074	1,695	1,973	2,150	2,209	2,179
Billings & Accounting	55,797	0	29,981	33,028	21,134	31,622	24,695
Printing and Reproduction	602	860	937	1,039	1,051	906	1,084
Electricity Used	0	2,059	2,036	1,602	2,027	1,805	1,508
Other Indirect Expenses	(95,132)	(100,414)	(94,353)	(96,041)	(90,000)	(70,908)	0
TOTAL INTER-DEPT. CHARGES	\$13,225	(\$74,829)	(\$35,866)	(\$37,649)	(\$42,785)	(\$18,713)	\$47,138

CITY OF NEWARK, DELAWARE

2014 OPERATING BUDGET

PUBLIC WORKS AND WATER RESOURCES
STREET DIVISION

Presented to City Council November 11, 2013

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

STREET FUND

Public Works and Water Resources - Street Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
OPERATING EXPENSES							
Personnel Services	\$984,723	\$981,395	\$1,041,534	\$1,038,045	\$855,502	\$863,605	\$855,350
Materials and Supplies	124,259	127,205	152,673	104,124	127,500	127,500	114,000
Contractual Services	41,330	36,531	48,929	56,727	75,958	77,958	82,287
Other Charges	79,935	67,240	59,055	71,980	94,200	94,844	108,467
Subtotal	\$1,230,247	\$1,212,371	\$1,302,191	\$1,270,876	\$1,153,160	\$1,163,907	\$1,160,104
Inter-Dept. Charges	530,708	596,588	610,336	569,726	570,027	580,043	607,619
Total Operating Expenses	\$1,760,955	\$1,808,959	\$1,912,527	\$1,840,602	\$1,723,187	\$1,743,950	\$1,767,723

**PUBLIC WORKS & WATER RESOURCES DEPARTMENT
2014 WAGE AND SALARY BUDGET
PAGE 4 OF 6 - STREETS DIVISION**

POSITION	BUDGET ACCT	GRADE	STEP	2013				TOTAL SALARY RATE AT 12/31/2013	GRADE	STEP	2014			
				ANNUAL							ANNUAL			
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
PW & WATER SUPERVISOR	6020	17- I		57,577	454	58,031	1.0	55,119	17- I		61,281	2,164	63,445	1.0
HVY.EQUIP.MECH./OPER.	6230	10- 5		55,059	1,982	57,041	1.0	52,396	10- 5		55,059	1,380	56,439	1.0
MAINTENANCE IV	6230	8- 5		50,462	1,814	52,276	1.0	50,462	8- 5		50,462	1,896	52,358	1.0
MAINTENANCE IV	6230	8- 5		50,462	1,731	52,193	1.0	50,462	8- 5		50,462	1,814	52,276	1.0
MAINTENANCE IV	6230	8- 5		50,462	1,731	52,193	1.0	50,462	8- 5		50,462	1,814	52,276	1.0
MAINTENANCE IV	6230	8- 5		50,112	1,484	51,596	1.0	50,112	8- 5		50,112	1,566	51,678	1.0
EQUIPMENT OPERATOR	6230	3- 5		43,881	1,083	44,964	1.0	44,013	3- 5		44,013	1,010	45,023	1.0
EQUIPMENT OPERATOR	6230	3- 5		43,656	938	44,594	1.0	44,013	3- 5		44,013	866	44,879	1.0
EQUIPMENT OPERATOR		3- 5		43,656	794	44,450	1.0							
MAINTENANCE I	6230							38,743	3- 2		39,160	0	39,160	1.0
FULL TIME SUBTOTALS				445,327	12,011	457,338	9.0	435,782			445,024	12,510	457,534	9.0
MAINTENANCE WORKER	6230	E		28,000		28,000	0.5				3,784		3,784	
TRANSITIONAL WAGES	6230										14,000		14,000	
SEASONAL (8)	6610			32,000		32,000					32,000		32,000	
OVERTIME	6620			30,000		30,000								
OTHER SUBTOTALS				90,000	0	90,000	0.5	0			49,784	0	49,784	0.0
STREET DEPARTMENT TOTALS				535,327	12,011	547,338	9.5	435,782	*		494,808	12,510	507,318	9.0

* Information purposes only. Total is not meaningful due to omitting "other" wage types.

PUBLIC WORKS & WATER RESOURCES DEPARTMENT
2014 WAGE AND SALARY BUDGET
PAGE 4 OF 6 - STREETS DIVISION

POSITION	BUDGET ACCT	GRADE	STEP	2013				TOTAL SALARY RATE AT 12/31/2013	GRADE	STEP	2014			
				ANNUAL							ANNUAL			
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
PW & WATER SUPERVISOR	6020	17- I		57,577	454	58,031	1.0	55,119	17- I		61,281	2,164	63,445	1.0
HVY.EQUIP.MECH./OPER.	6230	10- 5		55,059	1,982	57,041	1.0	52,396	10- 5		55,059	1,380	56,439	1.0
MAINTENANCE IV	6230	8- 5		50,462	1,814	52,276	1.0	50,462	8- 5		50,462	1,896	52,358	1.0
MAINTENANCE IV	6230	8- 5		50,462	1,731	52,193	1.0	50,462	8- 5		50,462	1,814	52,276	1.0
MAINTENANCE IV	6230	8- 5		50,462	1,731	52,193	1.0	50,462	8- 5		50,462	1,814	52,276	1.0
MAINTENANCE IV	6230	8- 5		50,112	1,484	51,596	1.0	50,112	8- 5		50,112	1,566	51,678	1.0
EQUIPMENT OPERATOR	6230	3- 5		43,881	1,083	44,964	1.0	44,013	3- 5		44,013	1,010	45,023	1.0
EQUIPMENT OPERATOR	6230	3- 5		43,656	938	44,594	1.0	44,013	3- 5		44,013	866	44,879	1.0
EQUIPMENT OPERATOR		3- 5		43,656	794	44,450	1.0							
MAINTENANCE I	6230							38,743	3- 2		39,160	0	39,160	1.0
FULL TIME SUBTOTALS				445,327	12,011	457,338	9.0	435,782			445,024	12,510	457,534	9.0
MAINTENANCE WORKER	6230	E		28,000		28,000	0.5				3,784		3,784	
TRANSITIONAL WAGES	6230										14,000		14,000	
SEASONAL (8)	6610			32,000		32,000					32,000		32,000	
OVERTIME	6620			30,000		30,000								
OTHER SUBTOTALS				90,000	0	90,000	0.5	0			49,784	0	49,784	0.0
STREET DEPARTMENT TOTALS				535,327	12,011	547,338	9.5	435,782	*		494,808	12,510	507,318	9.0

* Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

STREET FUND

Expenditures:

Public Works and Water Resources - Street Division

PERSONNEL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
6020 Supervisory	\$62,674	\$62,674	\$62,674	\$67,117	\$57,577	\$69,224	\$61,281
6230 Maintenance Workers	498,160	489,811	489,645	499,272	415,750	415,750	387,527
6580 Service Award	13,026	14,442	15,235	17,058	12,011	12,011	12,510
6590 Sick Pay	2,296	3,208	3,288	2,451	2,025	1,998	3,745
6610 Seasonal	46,555	13,625	38,756	29,161	6,500	13,000	14,000
6619 Standby Pay	78	0	0	0	0	0	0
6620 Overtime	37,620	42,563	26,583	20,934	30,000	32,000	32,000
6920 Unemployment Comp. Ins.	4,334	3,939	5,037	4,995	5,363	5,363	5,787
6930 Social Security Taxes	48,252	45,935	45,980	49,180	42,026	41,610	39,095
6940 City Pension Plan	82,410	110,572	131,753	138,285	92,107	106,099	117,758
6941 Defined Contribution 401(a) Plan	0	0	0	0	4,318	0	0
6950 Term Life Insurance	2,922	2,767	2,770	2,823	2,352	2,220	2,349
6960 Group Hospitalization Ins.	146,765	127,142	136,529	137,617	145,173	125,440	138,899
6961 Long-Term Disability Ins.	1,066	1,007	1,008	1,069	890	840	890
6962 Dental Insurance	10,005	9,260	9,278	9,149	9,807	8,620	9,004
6964 Health Savings Account	0	0	0	0	0	750	750
6965 Post-Employment Benefits	28,560	54,450	72,998	58,934	28,679	28,680	29,755
6966 Retirement Health Savings Account	0	0	0	0	924	0	0
TOTAL PERSONNEL SERVICES	\$984,723	\$981,395	\$1,041,534	\$1,038,045	\$855,502	\$863,605	\$855,350

MATERIALS AND SUPPLIES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
7110 Safety Shoes & Supplies	\$3,001	\$2,111	\$2,452	\$1,987	\$2,500	\$2,500	\$2,500
7130 Tools, Field Sup., & Small Eq.	2,146	3,518	3,766	4,213	3,200	3,200	3,200
7140 Uniforms	2,459	2,166	1,099	372	1,000	1,000	1,000
7340 Street Sign Maintenance	10,580	17,521	28,571	25,753	30,000	30,000	30,000
7380 Street Maintenance	27,328	25,000	29,147	24,225	25,000	25,000	23,000
7400 Storm Sewer Maintenance (1)	11,383	2,462	20,672	13,642	11,500	11,500	0
7450 Salt, Sand, & Snow Removal	51,956	64,940	46,768	16,299	40,000	40,000	40,000
7470 Curb & Gutter Maintenance	17,332	7,527	13,004	17,847	13,000	13,000	13,000
7540 Inventory Adjustment	(3,180)	488	5,481	(2,473)	0	0	0
7550 Miscellaneous Supplies	1,254	1,472	1,713	2,259	1,300	1,300	1,300
TOTAL MATERIALS & SUPPLIES	\$124,259	\$127,205	\$152,673	\$104,124	\$127,500	\$127,500	\$114,000
(1) Moved to Water Division							

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

STREET FUND

Expenditures:

Public Works and Water Resources - Street Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
CONTRACTUAL SERVICES							
8030 Casualty Insurance	\$23,960	\$27,747	\$39,927	\$44,388	\$50,608	\$50,608	\$54,937
8050 Telephone	441	301	315	242	350	350	350
8130 Building & Equipment Rental (1)	4,985	2,800	63	2,500	16,500	16,500	12,000
8380 Street Maintenance	4,593	0	8,074	2,657	5,000	5,000	9,500
8420 Tree Removal	2,950	4,263	0	0	500	0	0
8480 Communication Equip. Maint.	65	0	0	0	500	500	500
8550 Misc. Contracted Services	4,336	1,420	550	6,940	2,500	5,000	5,000
TOTAL CONTRACTUAL SERVICES	\$41,330	\$36,531	\$48,929	\$56,727	\$75,958	\$77,958	\$82,287
(1) Includes rental of tub grinder for brush processing.							

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
OTHER CHARGES							
9010 Bad Debts	\$0	\$0	\$57	\$0	\$0	\$0	\$0
9020 Mileage & Small Bus. Exp.	144	0	4	0	0	0	0
9060 Depreciation Expense	79,791	66,932	58,584	71,980	94,200	94,844	104,067
9070 Training	0	308	410	0	0	0	400
9099 Contingencies	0	0	0	0	0	0	4,000
TOTAL OTHER CHARGES	\$79,935	\$67,240	\$59,055	\$71,980	\$94,200	\$94,844	\$108,467

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
INTER-DEPT. CHARGES							
Street Lights and Traffic Signals	\$306,458	\$328,902	\$319,819	\$285,355	\$320,479	\$289,880	\$277,421
Buildings and Grounds	0	8,860	13,973	16,273	17,727	18,214	17,968
Vehicles & Equipment	144,209	207,263	185,727	192,576	160,317	137,240	165,898
Billings & Accounting	27,898	0	40,275	43,813	44,387	53,238	59,952
Printing and Reproduction	310	860	937	1,039	1,051	906	1,084
Warehousing	11,247	2,355	2,038	2,177	1,639	1,806	1,632
Electricity Used	0	2,059	2,036	1,602	2,027	1,805	1,508
Other Indirect Charges	40,586	46,289	45,531	26,891	22,400	76,954	82,156
TOTAL INTER-DEPT. CHARGES	\$530,708	\$596,588	\$610,336	\$569,726	\$570,027	\$580,043	\$607,619

CITY OF NEWARK, DELAWARE

2014 OPERATING BUDGET

PLANNING AND DEVELOPMENT

PLANNING DIVISION

Presented to City Council November 11, 2013

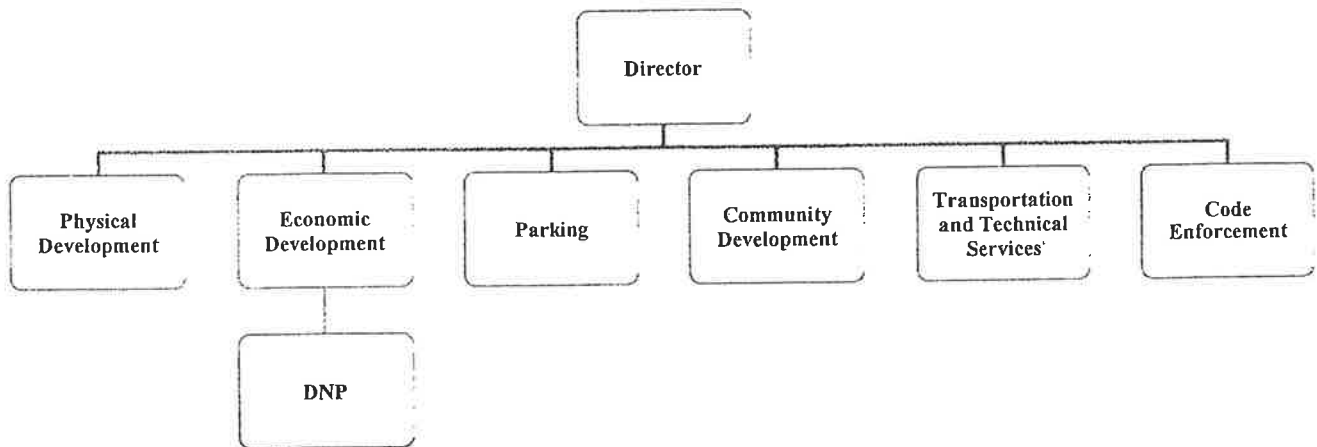
**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Planning & Development Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
OPERATING EXPENSES							
Personnel Services	\$512,349	\$447,988	\$478,948	\$468,719	\$438,361	\$427,821	\$460,550
Materials and Supplies	37,412	26,514	49,424	43,309	36,905	36,900	51,650
Contractual Services	188,845	239,866	286,184	264,246	400,831	391,299	400,495
Other Charges	5,465	2,648	6,007	3,261	397	2,801	7,550
Subtotal	\$744,071	\$717,016	\$820,563	\$779,535	\$876,494	\$858,821	\$920,245
Inter-Dept. Charges	102,325	42,692	79,196	79,397	74,129	77,959	77,554
Total Operating Expenses	<u>\$846,396</u>	<u>\$759,708</u>	<u>\$899,759</u>	<u>\$858,932</u>	<u>\$950,623</u>	<u>\$936,780</u>	<u>\$997,799</u>

CITY OF NEWARK, DELAWARE
PLANNING & DEVELOPMENT DEPARTMENT



**PLANNING & DEVELOPMENT DEPARTMENT
2014 WAGE AND SALARY BUDGET
PAGE 1 OF 3 - PLANNING DIVISION**

POSITION	BUDGET ACCT	2013					TOTAL SALARY RATE AT 12/31/2013	2014				
		GRADE STEP	ANNUAL					GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
DIRECTOR OF P & D	6020	31- D	93,520	4,345	97,865	1.0	100,000	31- D	106,000	4,653	110,653	1.0
DEVELOPMENT SUPVR	6020	22- D	67,953	1,247	69,200	1.0	68,389	22- D	74,084	1,397	75,481	1.0
PLANNER *	6030	17- I	51,206	0	51,206	1.0	51,704	17- I	55,876	0	55,876	1.0
RESEARCH AIDE **	6030	11- G	29,827	0	29,827	0.5	19,888	9- A	18,434	0	18,434	0.5
SECRETARY I	6080	10- G	47,799	0	47,799	1.0	48,078	10- G	49,082	809	49,891	1.0
FULL TIME SUBTOTALS			290,305	5,592	295,897	4.5	288,059		303,476	6,859	310,335	4.5
GRADUATE INTERN		12,000						12,000				
TRANSITIONAL WAGES		672						672				
OVERTIME		4,000						2,500				
OTHER SUBTOTALS			16,000	0	16,000	0.0			15,172	0	15,172	0.0
PLANNING AND DEVELOPMENT DEPT		306,305 5,592 311,897 4.5					288,059 ***	318,648 6,859 325,507 4.5				

* FUNDED 50% THRU COMMUNITY DEVELOPMENT

** POSITION FUNDED BY AND SHARED WITH ELECTRIC DEPARTMENT IN 2013; FUNDED BY AND SHARED WITH THE ADMIN DEPARTMENT IN 2014

*** Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Planning & Development Department

PERSONNEL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
6020 Supervisory	\$190,515	\$201,913	\$201,894	\$181,591	\$161,473	\$158,790	\$180,756
6030 Engineering/Technical	65,207	32,389	31,265	35,277	55,430	56,160	46,372
6080 Clerical	83,364	45,380	45,718	46,632	47,799	50,090	49,082
6580 Service Award	11,825	9,372	9,678	7,811	5,592	5,592	6,859
6590 Sick Pay	6,157	4,092	4,288	4,253	3,558	3,491	4,276
6600 Part-Time	13,227	0	0	0	0	0	0
6610 Seasonal Workers	8,718	0	8,841	12,926	12,000	12,000	12,000
6620 Overtime	4,257	4,944	4,392	1,628	4,000	1,500	2,500
6860 Other Wages	0	0	0	6,204	2,000	0	0
6920 Unemployment Comp. Ins.	1,924	1,221	1,687	2,140	1,953	1,953	3,097
6930 Social Security Taxes	28,558	21,175	21,841	22,080	22,327	22,000	23,090
6940 City Pension Plan	50,791	60,962	72,652	76,263	49,453	56,965	64,675
6941 Defined Contribution 401(a) Plan	0	0	0	264	3,840	2,150	2,095
6950 Term Life Insurance	1,246	1,022	1,033	1,019	1,300	990	1,290
6960 Group Hospitalization Ins.	27,131	29,634	32,874	35,038	46,269	36,550	41,745
6961 Long-Term Disability Ins.	363	280	284	418	530	410	531
6962 Dental Insurance	1,473	2,025	2,098	2,134	2,781	2,200	2,752
6963 Flexible Spending Account	13	65	156	156	234	80	156
6964 Health Savings Account	0	0	0	0	1,500	1,500	2,250
6965 Post-Employment Benefits	17,580	33,552	40,247	32,493	15,398	15,400	16,555
6966 Retirement Health Savings Account	0	0	0	392	924	0	469
6970 Workmens Compensation Ins.	0	(38)	0	0	0	0	0
TOTAL PERSONNEL SERVICES	\$512,349	\$447,988	\$478,948	\$468,719	\$438,361	\$427,821	\$460,550

MATERIALS AND SUPPLIES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
7150 Office Supplies	\$2,485	\$1,225	\$1,721	\$896	\$2,386	\$2,386	\$2,350
7160 Books, Periodicals, Etc.	176	465	441	170	805	800	800
7200 Copying Supplies	2,715	572	49	638	3,395	3,395	3,000
7550 Miscellaneous Supplies	3,778	313	174	149	1,319	1,319	1,500
7670 Downtown Newark Partnership (1)	28,258	23,939	47,039	41,456	29,000	29,000	29,000
7695 New Night in Downtown Newark	0	0	0	0	0	0	15,000
TOTAL MATERIALS & SUPPLIES	\$37,412	\$26,514	\$49,424	\$43,309	\$36,905	\$36,900	\$51,650

(1) Includes expenditures funded by DNP Contributions

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Planning & Development Department

CONTRACTUAL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
8020 Advertising	\$1,220	\$897	\$853	\$739	\$1,164	\$1,164	\$1,150
8030 Casualty Insurance	7,546	4,256	2,804	7,509	6,505	6,505	7,465
8050 Telephone	1,341	981	990	971	1,000	1,000	1,000
8180 Consulting Fees (1)	830	81,330	104,985	75,940	202,500	202,500	202,500
8300 Mach. & Equip. Maintenance	187	0	0	0	582	0	0
8550 Misc. Contracted Services	2,509	10,144	12	880	9,700	750	1,000
8670 Downtown Newark Partnership (2)	53,811	40,489	56,466	44,688	36,000	36,000	36,000
8695 New Night in Downtown Newark	0	0	0	0	0	0	8,000
8800 Unicity Bus (3)	121,401	101,769	120,074	133,519	143,380	143,380	143,380
TOTAL CONTRACTUAL SERVICES	\$188,845	\$239,866	\$286,184	\$264,246	\$400,831	\$391,299	\$400,495

(1) Includes \$75,000 for Greater Newark Economic Development Partnership, \$125,000 for Tiger IV Grant (2013 and 2014)

(2) Includes expenditures funded by DNP Contributions

(3) Expenditures reimbursable by the Delaware Transit Corporation

OTHER CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
9020 Mileage & Small Bus. Exp.	\$427	\$145	\$0	\$43	\$97	\$0	\$0
9040 Dues/Conference Expenses	4,328	2,503	5,947	3,058	0	2,500	3,050
9060 Depreciation Expense	145	0	0	0	0	0	0
9070 Training	565	0	60	160	300	301	500
9099 Contingencies	0	0	0	0	0	0	4,000
TOTAL OTHER CHARGES	\$5,465	\$2,648	\$6,007	\$3,261	\$397	\$2,801	\$7,550

INTER-DEPT. CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
Unicity Bus	\$40,140	\$45,536	\$61,717	\$60,684	\$53,840	\$51,214	\$51,756
Buildings and Grounds	18,423	4,056	6,397	7,449	8,115	8,338	8,225
Billings & Accounting	41,848	0	17,497	18,416	20,279	24,669	28,282
Electricity Used	0	7,773	7,687	6,046	7,652	6,815	5,691
Services to Utility Funds	0	(18,260)	(18,009)	(17,529)	(20,140)	(16,855)	(20,918)
Printing and Reproduction	1,914	3,587	3,907	4,331	4,383	3,778	4,518
TOTAL INTER-DEPT. CHARGES	\$102,325	\$42,692	\$79,196	\$79,397	\$74,129	\$77,959	\$77,554

Planning and Development Department Profile

The Planning and Development Department regulates all land use and development in the City and provides related ancillary services through its Program Divisions (Development, Economic Development, Parking, and Code Enforcement) described below:

Planning and Development

Land Use

The Division advises and makes recommendations to the City Manager, Planning Commission and City Council regarding physical development and the implementation of the City's Comprehensive Development Plan. The Planning Commission, consisting of seven members appointed by City Council, meets on the first Tuesday of each month. This Division is responsible for updating long range planning documents; administering and reviewing plans and procedures for annexations, rezonings, subdivisions, parking waivers, the preservation of historic buildings, and special use permits; recommending zoning and subdivision regulation revisions; reviewing building permit applications for zoning compliance; and administering the Federal Flood Insurance Program.

Key Division accomplishments in 2013 included the start of development of the Science Technology and Advanced Research (STAR) Campus; including a Certificate of Occupancy for the Bloom Energy Building, the administrative subdivision for the Administration building and ongoing discussions with the data center. 2013 accomplishments also included the approval of major subdivisions for the Newark Shopping Center, Suburban Plaza and 6 other development projects resulting in 435 new apartment units in the first 6 months of the year. Based on this activity, an RFP was let to study rental housing needs in Newark for planning purposes. 2013 also marked the completion of the Update of the City's Comprehensive Development Plan V, which was the result of numerous public workshops and the hard work of the Newark Planning Commission and staff.

For 2014, the Division will continue to work with the Greater Newark Economic Development Partnership, review additional development projects and will complete the Newark Resident Survey, which is done every 5 years.

Community Development and Housing

The City has received funds under the Federal Housing and Urban Development's Community Development Block Grant Program (CDBG) since 1974 to benefit low to moderate income residents in Newark. In the 38th year (July 1, 2012 to June 30, 2012), the City received \$228,445 through New Castle County under an entitlement formula based on population, and loan repayments generated by the City's

Home Improvement and Facade Improvement Programs. This allocation provides a total Community Development budget of approximately \$256,565 that funds 16 separate projects during the fiscal year.

The Division administers the CDBG program according to Federal guidelines, reviews project funding requests and develops the operating budget in conjunction with the City Community Development/Revenue Sharing Advisory Committee; monitors programs for contract compliance; and manages the Home Improvement and the Newark Facade Improvement Program. In addition, the Division also administers the Promoting Owner-Occupancy of Homes (POOH) and the Home Buyer's Assistance Programs. The City funded Revenue Sharing Program is also managed by the Division. Although these latter programs do not fall under the CDBG Program, they are intended to expand homeownership and to help provide social services within the City, complementing the mission of the CDBG Program.

In 2013, the Division's goal was to continue to administer the CDBG Program and Revenue Sharing effectively under Federal and City guidelines, to improve the City's living environment and to expand economic opportunities for low to moderate income Newarkers.

In 2014, the Division will be working to continue the effective operation of both programs.

Transportation and Technical Services

This Division serves as a liaison between the City and federal, state, regional and local agencies to facilitate inter-jurisdictional cooperation and planning on issues of mutual concern. The Division develops short and long-term transportation plans in conjunction with other City departments, the City's Traffic Committee and outside agencies such as WILMAPCO and the Delaware Department of Transportation. The Department also administers the UNICITY Bus Service.

Other technical services provided include conducting, gathering and analyzing demographic data, researching topics and preparing special reports, maintaining the City Library, and preparing maps, charts and visual aids.

This Division spent considerable time in 2013, as a follow up to the Newark Rail Station Study, working with the University, WILMAPCO, DelDOT and other jurisdictions on the Newark Regional Transportation Center. A major accomplishment was the Center receiving a Tiger IV Grant.

2014 will be occupied primarily with implementing recommendations from the Newark Transportation Study and participating in the management and related activities associated with the Tiger IV Grant.

Economic Development

This Division supplements private sector initiatives to strengthen Newark's commercial and industrial well-being. The Division provides staff to the Downtown Newark Partnership and its committees. In addition, the Division serves as the City's liaison to other economic development agencies including the Delaware Chamber of Commerce, the Delaware Development Office, the New Castle County Chamber of Commerce, the Greater Newark Economic Development Partnership, the Small Business Administration and the Small Business Development Center. This program is responsible for developing and modifying long range downtown and City-wide economic development plans, monitoring the impact of City regulations on businesses, developing business incentives and recruitment programs, and producing public information materials. In addition, the Division worked on opportunities to promote the fact that the Downtown Newark Partnership won the Great American Main Street Award from the National Trust for Historic Preservation!

This Division's principal goal for 2012 was to assist in the establishment and implementation of the tri-partite Greater Newark Economic Development Partnership. The Division's major accomplishments were the renaming of Elkton Road to South Main Street; adding twelve new businesses in downtown; and working with the University to recruit appropriate businesses for the STAR campus.

For 2014, the Division will concentrate significant resources on Greater Newark Economic Partnership activities, facilitate the incorporation of businesses along South Main Street into the Downtown Newark Partnership, and encourage the redevelopment of underutilized properties in downtown.

Parking

The Division is responsible for the oversight, management, and supervision of off-street parking services and facilities downtown and the maintenance and operation of all on-street parking meters throughout Newark. As part of the responsibility for off-street parking management, the Parking Division handles supervision of personnel, facility maintenance and construction, lease negotiations, customer and business relations, and marketing. In addition, the Division works with the Public Works Department regarding maintenance and repairs; the Electric Department for the construction and maintenance of lighting, ticket spitter and booth construction; the Finance Department for accounting and bookkeeping; the Police Department for parking enforcement and crime prevention; and the Parks and Recreation Department for landscape maintenance and snow removal. The Division also works closely with the Downtown Newark Partnership's Parking Committee to develop plans for future parking improvements.

In 2013, the Parking Division continued to invest in Newark's off-street parking infrastructure by working with the Newark Development Trust regarding a possible multi-level garage at Lot 1; implemented a program to add metered spaces to the

downtown parking inventory by utilizing loading zones in off hours, developed a plan for a new entrance into Lot #3 via Center Street, and added a net 18 spaces to that lot..

In 2014, the Division will continue to work on the Lot 1 garage project, and implement a smart parking meter program for the City.

Code Enforcement

This Division, added to the Planning and Development Department officially at the beginning of 2010, is responsible for the administration and enforcement of the International Building Codes (ICC), related State Codes, and applicable portions of the Newark Municipal Code. The Division issues permits for rental units, signs, elevators, and construction. The Division coordinates building permit review with other City departments. In addition, the Division is responsible for State and City Fire Code compliance for new and existing construction.

The Division's primary 2013 accomplishments included implementing the 2012 ICC Building and Fire Protection Code; the issuance of COs for Bloom Energy and the University of Delaware's Interdisciplinary Science and Engineering Building, the Life Sciences Building, Allison Hall and East Campus Housing Dormitory; and the guidance of safe and sustainable development citywide.

The Division's principal goal for 2014 will be to continue to modernize and streamline its services to the community, update permitting, licensing and Code Enforcement processes using the new Cityview software, and adopting the 2012 ICC Code for Housing and Property Maintenance with amendments and implementing same.

CITY OF NEWARK, DELAWARE

2014 OPERATING BUDGET

PLANNING AND DEVELOPMENT
CODE ENFORCEMENT DIVISION

Presented to City Council November 11, 2013

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Planning Department - Code Enforcement Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
OPERATING EXPENSES							
Personnel Services	\$1,004,237	\$936,246	\$1,003,753	\$990,550	\$982,261	\$983,458	\$1,045,041
Materials and Supplies	7,815	6,935	5,564	8,332	8,750	4,973	8,800
Contractual Services	29,731	49,668	34,929	41,805	36,224	36,731	51,021
Other Charges	16,222	10,505	11,423	4,623	8,855	6,050	12,600
Subtotal	\$1,058,005	\$1,003,354	\$1,055,669	\$1,045,310	\$1,036,090	\$1,031,212	\$1,117,462
Inter-Dept. Charges	74,516	30,989	67,060	73,806	67,668	79,994	82,712
Total Operating Expenses	\$1,132,521	\$1,034,343	\$1,122,729	\$1,119,116	\$1,103,758	\$1,111,206	\$1,200,174

PLANNING & DEVELOPMENT DEPARTMENT
2014 WAGE AND SALARY BUDGET
PAGE 2 OF 3 - CODE ENFORCEMENT DIVISION

POSITION	BUDGET ACCT	2013					TOTAL	2014						
		GRADE	STEP	ANNUAL				SALARY RATE AT 12/31/2013	GRADE	STEP	ANNUAL			
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
CODES INSPECT. SUPRVR	6020	20-	I	71,760	2,712	74,472	1.0	71,760	20-	I	75,298	2,830	78,128	1.0
CODE ENF. OFFICER	6260	17-	G	63,550	1,677	65,227	1.0	63,550	17-	G	64,493	1,809	66,302	1.0
CODE ENF. OFFICER	6260	17-	G	63,550	1,677	65,227	1.0	63,550	17-	G	64,493	1,809	66,302	1.0
CODE ENF. OFFICER	6260	17-	G	62,900	0	62,900	1.0	62,900	17-	G	63,843	0	63,843	1.0
CODE ENF. OFFICER	6260	17-	G	62,698	0	62,698	1.0	62,900	17-	G	63,843	0	63,843	1.0
FIRE PREVENT. INSPECTOR	6260	17-	G	56,918	2,144	59,062	1.0	56,918	14-	G	57,757	2,270	60,027	1.0
PROP. MAINT. INSPECTOR II	6260	14-	G	56,568	1,678	58,246	1.0	56,568	14-	G	57,407	1,797	59,204	1.0
PROP. MAINT. INSPECTOR I	6260	12-	G	51,699	0	51,699	1.0	51,699	12-	G	52,475	0	52,475	1.0
SECRETARY I	6080	10-	G	47,646	0	47,646	1.0	47,799	10-	G	48,516	0	48,516	1.0
FULL TIME SUBTOTALS				537,289	9,888	547,177	9.0	537,644			548,125	10,515	558,640	9.0
PART-TIME CLERK	6080	G		19,400	835	20,235	0.5		G		19,677	878	20,555	0.5
PART-TIME CLERK	6080	G		19,400	447	19,847	0.5		G		19,677	484	20,161	0.5
TRANSITIONAL WAGES	6260										4,699		4,699	
OVERTIME	6620			25,612		25,612					25,000		25,000	
OTHER SUBTOTALS				64,412	1,282	65,694	1.0	0			69,053	1,362	70,415	1.0
CODE ENFORCEMENT DIVISION TOTALS				601,701	11,170	612,871	10.0	537,644 *			617,178	11,877	629,055	10.0

* Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Planning Department - Code Enforcement Division

PERSONNEL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
6020 Supervisory	\$153,760	\$70,360	\$70,373	\$71,805	\$71,760	\$71,760	\$75,298
6080 Clerical	38,830	78,414	80,219	83,990	86,446	86,670	87,870
6260 Code Enforcement	430,694	399,916	408,005	405,295	417,883	419,180	429,010
6580 Service Award	8,497	9,095	9,646	10,401	11,170	11,170	11,877
6590 Sick Pay	4,150	5,034	4,810	5,708	5,908	5,787	6,246
6600 Part-Time	38,000	0	0	0	0	0	0
6620 Overtime	1,048	11,965	24,874	19,847	25,112	18,946	24,700
6621 Shift Differential	0	44	566	412	500	172	300
6880 Uniform Allowance	0	0	0	0	0	23	100
6920 Unemployment Comp. Ins.	3,663	3,541	4,147	3,823	4,213	3,600	7,073
6930 Social Security Taxes	50,866	43,014	44,561	45,611	47,336	46,950	48,606
6940 City Pension Plan	96,520	106,612	127,055	133,345	111,129	128,010	145,042
6950 Term Life Insurance	3,077	2,636	2,718	2,667	2,839	2,760	2,893
6960 Group Hospitalization Ins.	131,401	126,786	145,572	140,027	151,731	142,750	157,809
6961 Long-Term Disability Ins.	993	858	872	1,010	1,074	1,040	1,098
6962 Dental Insurance	9,292	14,179	9,809	9,630	10,402	9,960	10,313
6963 Flexible Spending Account	26	32	156	156	156	80	156
6965 Post-Employment Benefits	33,420	63,760	70,370	56,823	34,602	34,600	36,650
TOTAL PERSONNEL SERVICES	\$1,004,237	\$936,246	\$1,003,753	\$990,550	\$982,261	\$983,458	\$1,045,041

MATERIALS AND SUPPLIES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
7110 Safety Shoes & Supplies	\$500	\$245	\$475	\$590	\$750	\$750	\$750
7130 Tools, Field Sup., & Small Eq.	154	536	273	217	250	191	250
7140 Uniforms	1,063	21	0	10	1,100	100	0
7150 Office Supplies	4,313	3,234	2,955	2,816	3,600	2,497	3,250
7160 Books, Periodicals, Etc.	1,566	2,737	1,829	4,609	3,000	1,385	4,500
7550 Miscellaneous Supplies	219	162	32	90	50	50	50
TOTAL MATERIALS & SUPPLIES	\$7,815	\$6,935	\$5,564	\$8,332	\$8,750	\$4,973	\$8,800

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Planning Department - Code Enforcement Division

CONTRACTUAL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
8020 Advertising	\$0	\$0	\$0	\$0	\$50	\$0	\$0
8030 Casualty Insurance	19,005	22,329	19,315	17,410	18,401	18,401	20,448
8040 Merchant Fees and Discounts	3,160	21,113	9,988	12,710	12,000	12,000	12,000
8050 Telephone	5,485	6,025	5,584	5,243	5,529	5,529	5,525
8120 Outside Consulting	0	0	0	0	0	518	500
8131 Information Technology Cont'l	0	0	0	0	0	0	12,498
8250 Building & Grounds Maintenance	0	0	0	6,383	0	241	0
8300 Machinery & Equip. Maintenance	600	0	0	0	194	0	0
8550 Misc. Contracted Services	1,481	201	42	59	50	42	50
TOTAL CONTRACTUAL SERVICES	\$29,731	\$49,668	\$34,929	\$41,805	\$36,224	\$36,731	\$51,021

OTHER CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
9020 Mileage & Small Bus. Expense	\$38	\$4	\$6	\$26	\$50	\$50	\$50
9040 Dues & Conference Expense	2,674	950	4,374	1,310	4,850	3,900	4,850
9060 Depreciation Expense	9,814	9,551	6,823	3,287	2,500	1,600	3,200
9070 Training	3,696	0	220	0	1,455	500	500
9099 Contingencies	0	0	0	0	0	0	4,000
TOTAL OTHER CHARGES	\$16,222	\$10,505	\$11,423	\$4,623	\$8,855	\$6,050	\$12,600

INTER-DEPT. CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
Vehicles and Equipment	\$18,144	\$18,330	\$23,109	\$27,378	\$20,110	\$24,538	\$23,529
Buildings and Grounds	27,635	3,449	5,439	6,334	6,900	7,089	6,994
Billings & Accounting	27,898	0	29,143	31,813	30,973	39,833	44,073
Printing and Reproduction	839	2,601	2,833	3,140	3,178	2,739	3,276
Electricity Used	0	6,609	6,536	5,141	6,507	5,795	4,840
Other Indirect Charges	0	0	0	0	0	0	0
TOTAL INTER-DEPT. CHARGES	\$74,516	\$30,989	\$67,060	\$73,806	\$67,668	\$79,994	\$82,712

CITY OF NEWARK, DELAWARE

2014 OPERATING BUDGET

PLANNING AND DEVELOPMENT

PARKING DIVISION

Presented to City Council November 11, 2013

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

PARKING FUND

Planning Department - Parking Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
REVENUE							
Parking Lot Revenues	<u>\$892,380</u>	<u>\$1,100,800</u>	<u>\$1,379,655</u>	<u>\$1,377,054</u>	<u>\$1,300,000</u>	<u>\$1,355,900</u>	<u>\$1,400,000</u>
OPERATING EXPENSES							
Personnel Services	\$445,528	\$481,512	\$518,122	\$531,185	\$542,876	\$565,315	\$647,706
Materials and Supplies	47,964	37,798	39,220	37,589	40,519	50,595	\$29,760
Contractual Services	128,456	124,610	146,120	142,714	165,021	190,873	\$215,030
Other Charges	<u>49,445</u>	<u>48,769</u>	<u>33,400</u>	<u>12,585</u>	<u>19,194</u>	<u>3,974</u>	<u>\$38,451</u>
Subtotal	\$671,393	\$692,689	\$736,862	\$724,073	\$767,610	\$810,757	\$930,947
Inter-Dept. Charges	<u>32,414</u>	<u>27,025</u>	<u>59,213</u>	<u>66,941</u>	<u>91,994</u>	<u>76,908</u>	<u>\$124,105</u>
Total Operating Expenses	<u>\$703,807</u>	<u>\$719,714</u>	<u>\$796,075</u>	<u>\$791,014</u>	<u>\$859,604</u>	<u>\$887,665</u>	<u>\$1,055,052</u>

**PLANNING & DEVELOPMENT DEPARTMENT
2014 WAGE AND SALARY BUDGET
PAGE 3 OF 3 - PARKING DIVISION**

POSITION	BUDGET ACCT	2013					TOTAL SALARY RATE AT 12/31/2013	2014						
		GRADE	STEP	ANNUAL				GRADE	STEP	ANNUAL				
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT				FT POS	REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
PARKING ADMINISTRATOR	6020	17- D		61,092	0	61,092	1.0	62,906	19- D		68,693	0	68,693	1.0
PARKING SUPERINTENDENT	6020	5- I		45,965	0	45,965	1.0	47,804	15- D		50,889	0	50,889	1.0
CUSTOMER SERV CLK I	6040	10- B		40,073	0	40,073	1.0	42,492	10- C		43,986	0	43,986	1.0
MAINTENANCE IV	6230	8- 5		49,462	0	49,462	1.0	49,462	8- 5		49,462	0	49,462	1.0
MAINTENANCE III	6230								6- 2		43,515	1,404	44,919	1.0
FULL TIME SUBTOTALS				196,592	0	196,592	4.0	202,664			256,545	1,404	257,949	5.0
PARKING ATTENDANTS	6600	E		182,145		182,145					193,500		193,500	
MAINTENANCE WORKER	6230			34,000		34,000	0.5							
TRANSITIONAL WAGES	6020										1,361		1,361	
OVERTIME	6620			5,000		5,000					2,000		2,000	
OTHER SUBTOTALS				221,145	0	221,145	0.5	0			196,861	0	196,861	0.0
PARKING DIVISION TOTALS				417,737	0	417,737	4.5	202,664 *			453,406	1,404	454,810	5.0

* Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

PARKING FUND

Expenditures:

Planning Department - Parking Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
PERSONNEL SERVICES							
6020 Supervisory	\$88,534	\$90,904	\$89,938	\$96,502	\$107,057	\$106,450	\$120,943
6040 Accounting	40,862	42,616	41,335	37,534	40,073	39,290	43,986
6230 Maintenance Workers	44,672	78,510	72,733	74,017	83,462	75,640	92,977
6580 Service Award	1,603	1,563	718	404	0	0	1,404
6590 Sick Pay	863	1,311	969	560	729	947	3,151
6600 Part-Time	160,821	141,213	177,025	185,968	182,145	202,715	193,500
6620 Overtime	9,532	11,814	6,834	3,687	5,000	925	2,000
6920 Unemployment Comp. Ins.	4,569	4,832	6,608	6,839	8,563	7,000	9,943
6930 Social Security Taxes	26,474	28,033	29,688	31,654	27,554	32,590	35,034
6940 City Pension Plan	17,764	32,452	40,149	42,983	40,661	46,838	67,885
6950 Term Life Insurance	893	924	892	937	1,039	980	1,355
6960 Group Hospitalization Ins.	28,514	29,519	28,855	27,593	29,915	35,400	53,316
6961 Long-Term Disability Ins.	331	341	323	352	393	370	513
6962 Dental Insurance	3,463	3,251	3,052	3,356	3,625	3,510	4,546
6965 Post-Employment Benefits	16,633	14,229	19,003	18,799	12,660	12,660	17,153
TOTAL PERSONNEL SERVICES	\$445,528	\$481,512	\$518,122	\$531,185	\$542,876	\$565,315	\$647,706

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
MATERIALS AND SUPPLIES							
7110 Safety Shoes and Supplies	\$90	\$180	\$180	\$90	\$270	\$275	\$360
7130 Tools, Field Supplies, Small Equip	4,235	6,523	3,528	3,488	3,872	17,172	4,000
7140 Uniforms	1,097	905	540	0	50	0	50
7150 Office Supplies	1,344	2,458	2,947	2,627	2,425	2,425	2,425
7180 Billing & Collection Supplies (1)	18,663	16,549	16,035	15,623	18,915	15,121	18,900
7250 Building & Grounds Maintenance	1,027	736	3,752	2,638	2,522	2,522	2,525
7300 Mach & Equip Maintenance	21,322	10,350	11,627	12,238	11,980	11,980	500
7550 Miscellaneous Supplies	186	97	611	885	485	1,100	1,000
TOTAL MATERIALS & SUPPLIES	\$47,964	\$37,798	\$39,220	\$37,589	\$40,519	\$50,595	\$29,760

(1) Includes Marketing for Parking Validation Program

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

PARKING FUND

Expenditures:

Planning Department - Parking Division

CONTRACTUAL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
8020 Advertising/Signage (1)	\$0	\$170	\$570	\$0	\$970	\$970	\$1,000
8030 Casualty Insurance	4,674	5,761	6,512	7,539	8,209	8,209	9,119
8040 Merchant Fees and Discounts	27,068	28,096	33,896	35,680	32,000	45,000	42,000
8050 Telephone	2,979	2,486	2,707	2,642	2,755	1,569	2,755
8130 Building & Equipment Rental	63,879	56,440	54,892	56,389	72,229	72,229	86,396
8131 Information Technology Cont'l	0	0	0	0	0	0	2,260
8230 Janitorial Service	0	0	3,270	4,172	4,740	4,740	5,000
8250 Building & Grounds	297	490	158	843	1,493	1,408	1,500
8300 Mach. & Equip. Maint.	25,488	27,682	38,009	33,840	35,350	50,000	60,000
8550 Misc. Contracted Services	4,071	3,485	6,106	1,609	7,275	6,748	5,000
TOTAL CONTRACTUAL SERVICES	\$128,456	\$124,610	\$146,120	\$142,714	\$165,021	\$190,873	\$215,030
(1) New trail blazing and lot location signs re: branding.							

OTHER CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
9040 Dues & Conference Expense	\$4,418	\$3,584	\$2,315	\$2,847	\$2,000	\$0	\$3,000
9060 Depreciation Expense	45,027	44,550	30,976	9,738	17,000	3,774	20,251
9070 Training	0	635	109	0	194	200	200
9099 Contingencies	0	0	0	0	0	0	15,000
TOTAL OTHER CHARGES	\$49,445	\$48,769	\$33,400	\$12,585	\$19,194	\$3,974	\$38,451

INTER-DEPT. CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
Vehicles and Equipment	\$5,789	\$6,083	\$6,517	\$9,462	\$5,687	\$11,317	\$8,095
Buildings and Grounds	9,212	3,031	4,780	5,567	6,064	6,231	6,147
Billings & Accounting	0	0	30,616	33,670	63,443	44,360	92,863
Printing and Reproduction	0	0	0	0	0	0	0
Electricity	17,500	17,600	17,300	18,100	16,800	15,000	17,000
Other Indirect Expenses	(87)	311	0	142	0	0	0
TOTAL INTER-DEPT. CHARGES	\$32,414	\$27,025	\$59,213	\$66,941	\$91,994	\$76,908	\$124,105

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

PARKING FUND

Planning Department - Parking Division

CAPITAL PROJECTS BUDGET	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
9580 Capital Project Consulting Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9620 Land & Land Improvement	0	110,775	13,237	0	0	99,365	100,000
9621 Building & Structures	0	0	0	8,852	0	0	145,000
9622 Machinery & Equipment	0	0	0	10,975	0	0	381,250
9623 Autos and Trucks	0	0	0	0	0	0	0
TOTAL CAPITAL PROJECTS BUDGET	\$0	\$110,775	\$13,237	\$19,827	\$0	\$99,365	\$626,250
CAPITAL PROJECT NUMBER & DESCRIPTION	<u>CURRENT SOURCES</u>				<u>EQUIPMENT REPLACEMENT</u>		
V1401 Smart Parking Meters	341,250				0		
V1403 Site Preparation for Lot #1 Parking Garage	145,000				0		
V1405 Automatic Vehicle Identification	40,000				0		
V1001 Parking Lot Surface Maintenance	100,000				0		
VEQSF Vehicle Replacement Program					23,000		
TOTAL PARKING FUND	\$626,250				\$23,000		

CITY OF NEWARK, DELAWARE

2014 OPERATING BUDGET

POLICE DEPARTMENT

Presented to City Council November 11, 2013

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

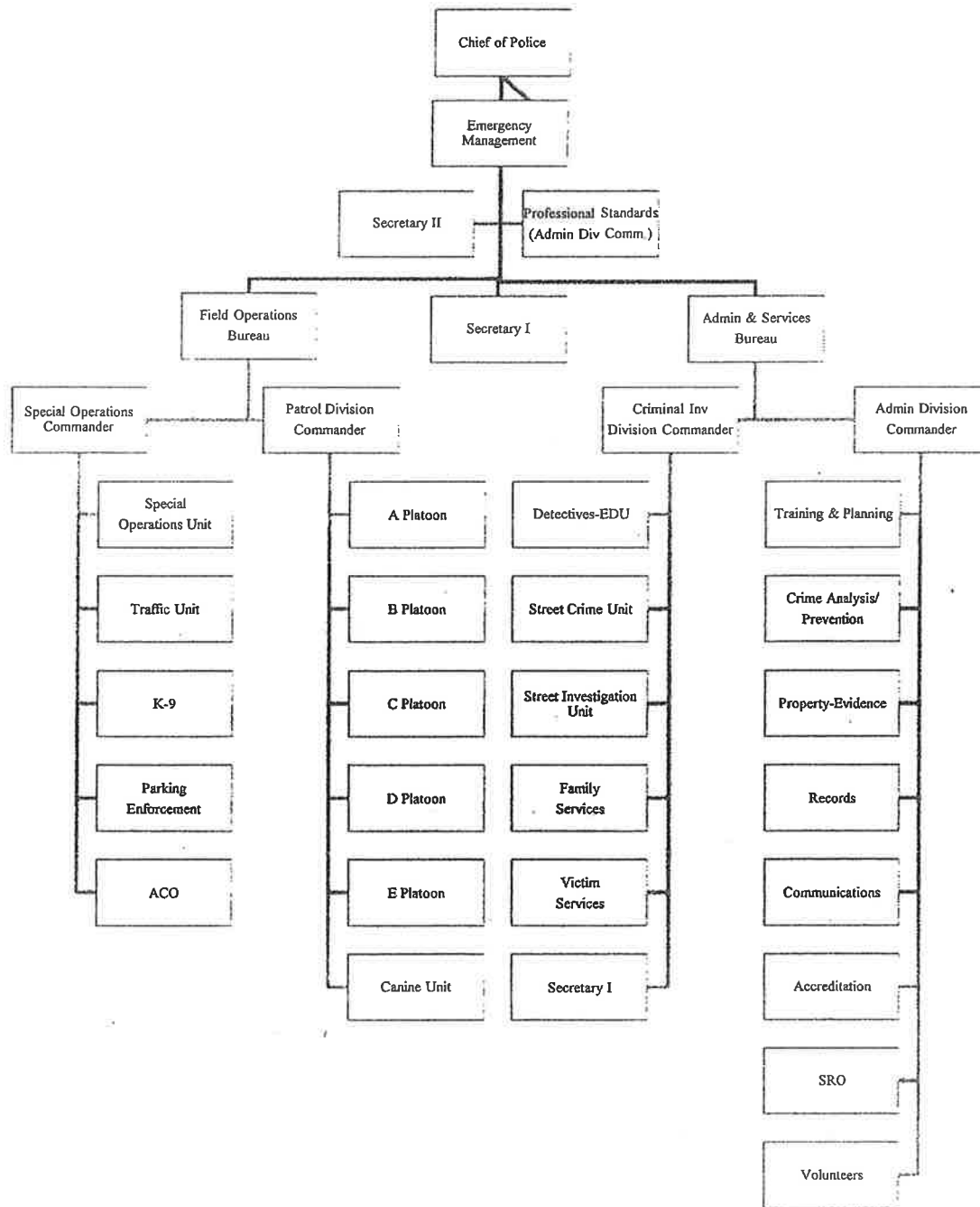
GENERAL FUND

Police Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
OPERATING EXPENSES							
Personnel Services	\$7,588,633	\$8,251,428	\$8,565,712	\$8,514,186	\$9,129,138	\$8,981,717	\$9,841,032
Materials and Supplies	196,393	127,823	118,549	138,690	128,290	130,335	151,830
Contractual Services	344,329	357,020	329,162	293,219	333,698	340,873	362,772
Other Charges	303,353	465,885	361,396	364,177	316,500	383,060	362,078
Subtotal	\$8,432,708	\$9,202,156	\$9,374,819	\$9,310,272	\$9,907,626	\$9,835,985	\$10,717,712
Inter-Dept. Charges	531,274	474,696	822,376	869,164	816,094	948,911	928,881
Total Operating Expenses	\$8,963,982	\$9,676,852	\$10,197,195	\$10,179,436	\$10,723,720	\$10,784,896	\$11,646,593

CITY OF NEWARK, DELAWARE

POLICE DEPARTMENT



PAGE 1 OF 2

		2013					TOTAL	2014						
POSITION	BUDGET ACCT	GRADE	STEP	ANNUAL				SALARY RATE AT 12/31/2013	GRADE	STEP	ANNUAL			
				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS				REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
CHIEF OF POLICE	6020	31- I		108,932	0	108,932	1.0	108,932	31- I		114,379	0	114,379	1.0
CAPTAIN	6020	10- 7		92,144	5,206	97,349	1.0	93,705	10- 7		93,705	5,622	99,327	1.0
CAPTAIN	6020	10- 7		92,144	4,313	96,457	1.0	93,705	10- 7		93,705	4,685	98,390	1.0
LIEUTENANT	6020	8- 7		84,379	3,678	88,056	1.0	85,809	8- 7		85,809	2,717	88,526	1.0
LIEUTENANT	6020	8- 7		84,379	3,269	87,647	1.0	85,809	8- 7		85,809	2,431	88,240	1.0
LIEUTENANT	6020	8- 7		84,379	2,452	86,830	1.0	85,809	8- 7		85,809	3,575	89,384	1.0
LIEUTENANT	6020	8- 7		83,486	2,179	85,665	1.0	85,809	8- 7		85,809	4,004	89,813	1.0
SERGEANT	6020	5- 7		77,269	3,118	80,387	1.0	78,578	5- 7		78,578	3,405	81,983	1.0
SERGEANT	6020	5- 7		76,451	3,118	79,569	1.0	78,578	5- 7		78,578	3,405	81,983	1.0
SERGEANT	6020	5- 7		77,269	1,996	79,264	1.0	78,578	5- 7		78,578	2,226	80,804	1.0
SERGEANT	6020	5- 7		77,269	1,996	79,264	1.0	78,578	5- 7		78,578	2,226	80,804	1.0
SERGEANT	6020	5- 7		77,269	1,871	79,139	1.0	78,578	5- 7		78,578	2,138	80,716	1.0
SERGEANT	6020	5- 7		77,269	1,746	79,015	1.0	78,578	5- 7		78,578	2,138	80,716	1.0
SERGEANT	6020	5- 7		76,708	1,871	78,578	1.0	77,082	5- 7		77,772	1,927	79,699	1.0
MASTER CORPORAL	6070	4- 7		70,758	2,741	73,499	1.0	71,957	4- 7		71,957	2,998	74,955	1.0
MASTER CORPORAL	6070	4- 7		70,758	2,741	73,499	1.0	71,957	4- 7		71,957	2,998	74,955	1.0
MASTER CORPORAL	6070	4- 7		70,758	2,627	73,384	1.0	71,957	4- 7		71,957	2,878	74,835	1.0
MASTER CORPORAL	6070	4- 7		70,758	2,627	73,384	1.0	71,957	4- 7		71,957	2,878	74,835	1.0
MASTER CORPORAL	6070	4- 7		70,758	1,827	72,585	1.0	71,957	4- 7		71,957	2,039	73,996	1.0
MASTER CORPORAL	6070	4- 7		70,758	1,713	72,471	1.0	71,957	4- 7		71,957	1,919	73,876	1.0
MASTER CORPORAL	6070	4- 7		70,758	1,713	72,471	1.0	71,957	4- 7		71,957	1,958	73,915	1.0
MASTER CORPORAL	6070	4- 7		70,729	1,713	72,442	1.0	71,957	4- 7		71,957	1,958	73,915	1.0
MASTER CORPORAL	6070	4- 7		70,758	1,485	72,242	1.0	70,586	4- 7		70,586	1,647	72,233	1.0
CORPORAL	6070	3- 7		67,222	2,387	69,609	1.0	68,361	3- 7		68,361	2,621	70,982	1.0
CORPORAL	6070	3- 7		67,222	2,062	69,283	1.0	68,361	3- 7		68,361	2,279	70,640	1.0
CORPORAL	6070	3- 7		67,222	2,062	69,283	1.0	68,361	3- 7		68,361	2,279	70,640	1.0
CORPORAL	6070	3- 7		67,222	1,736	68,958	1.0	68,361	3- 7		68,361	1,937	70,298	1.0
CORPORAL	6070	3- 7		67,222	1,736	68,958	1.0	68,361	3- 7		68,361	1,937	70,298	1.0
CORPORAL	6070	3- 7		67,194	1,628	68,822	1.0	68,361	3- 7		68,361	1,823	70,184	1.0
CORPORAL	6070	3- 7		66,408	1,519	67,927	1.0	67,059	3- 7		67,660	1,676	69,336	1.0
CORPORAL	6070	3- 7		66,408	1,411	67,819	1.0	67,059	3- 7		67,660	1,565	69,225	1.0
CORPORAL	6070	3- 7		66,408	1,411	67,819	1.0	67,059	3- 7		68,361	1,482	69,843	1.0
CORPORAL	6070	3- 7		66,028	1,302	67,330	1.0	67,059	3- 7		68,361	1,482	69,843	1.0
CORPORAL	6070	3- 7		66,028	1,302	67,330	1.0	65,757	3- 7		66,007	1,315	67,322	1.0
CORPORAL	6070	3- 7		65,594	1,194	66,788	1.0	65,757	3- 7		65,807	1,315	67,122	1.0
CORPORAL	6070	3- 7		65,594	1,194	66,788	1.0	65,757	3- 7		65,757	1,315	67,072	1.0
CORPORAL	6070	3- 7		65,594	1,194	66,788	1.0	65,757	3- 7		65,757	1,315	67,072	1.0
CORPORAL	6070	3- 7		65,594	1,194	66,788	1.0	65,757	3- 7		65,757	1,206	66,963	1.0
CORPORAL	6070	3- 7		65,594	1,085	66,679	1.0	65,757	3- 7		65,757	1,206	66,963	1.0
CORPORAL	6070	3- 7		65,594	1,085	66,679	1.0	65,757	3- 7		65,757	1,096	66,853	1.0
CORPORAL	6070	3- 7		65,594	1,085	66,679	1.0	65,757	3- 7		65,757	1,096	66,853	1.0
CORPORAL	6070	3- 7		65,594	0	65,594	1.0	65,757	3- 7		65,757	1,096	66,853	1.0
CORPORAL	6070	3- 7		65,594	0	65,594	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,594	0	65,594	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,594	0	65,594	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0
CORPORAL	6070	3- 7		65,323	0	65,323	1.0	65,757	3- 7		65,757	0	65,757	1.0

POLICE DEPARTMENT
2014 WAGE AND SALARY BUDGET
PAGE 2 OF 2

POSITION	BUDGET ACCT	2013					TOTAL SALARY RATE AT 12/31/2013	2014				
		GRADE STEP	ANNUAL					GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
POLICE OFFICER	6070	3- 5	54,912	0	54,912	1.0	55,823	3- 5	56,338	0	56,338	1.0
POLICE OFFICER	6070	3- 5	54,912	0	54,912	1.0	55,823	3- 5	56,338	0	56,338	1.0
POLICE OFFICER	6070	3- 5	54,912	0	54,912	1.0	53,676	3- 5	55,080	0	55,080	1.0
POLICE OFFICER	6070	3- 5	54,912	0	54,912	1.0	51,364	3- 5	52,945	0	52,945	1.0
POLICE OFFICER	6070	1- 4	52,905	0	52,905	1.0	51,364	1- 4	52,945	0	52,945	1.0
POLICE OFFICER	6070	1- 3	50,811	0	50,811	1.0	51,364	1- 3	52,945	0	52,945	1.0
POLICE OFFICER	6070	1- 3	50,811	0	50,811	1.0	51,364	1- 3	52,945	0	52,945	1.0
POLICE OFFICER	6070	1- 3	50,811	0	50,811	1.0	49,153	1- 3	50,892	0	50,892	1.0
POLICE OFFICER	6070	1- 3	50,811	0	50,811	1.0	49,153	1- 3	50,590	0	50,590	1.0
POLICE OFFICER	6070	1- 3	50,811	0	50,811	1.0	47,036	1- 3	48,773	0	48,773	1.0
POLICE OFFICER	6070	1- 2	48,624	0	48,624	1.0	47,036	1- 2	48,773	0	48,773	1.0
POLICE OFFICER	6070	1- 2	47,565	1	47,566	1.0	47,036	1- 2	48,773	0	48,773	1.0
SWORN F-T SUBTOTALS			4,589,538	82,587	4,672,125	68.0	4,606,373		4,639,473	91,813	4,731,286	68.0
COMMUNICATIONS SUPVR.	6020	17- I	63,281	1,468	64,749	1.0	63,556	17- I	67,384	1,573	68,957	1.0
SECRETARY II	6080	13- F	51,049	0	51,049	1.0	51,699	13- G	53,422	0	53,422	1.0
SECRETARY I	6080	10- G	48,799	3,346	52,145	1.0	0					
COMMUNICATIONS OFFICER	6073	10- G	48,799	1,912	50,711	1.0	48,799	10- G	50,516	1,375	51,891	1.0
COMMUNICATIONS OFFICER	6073	10- G	48,149	1,275	49,424	1.0	48,449	10- G	49,816	970	50,786	1.0
COMMUNICATIONS OFFICER	6073	10- G	48,149	876	49,025	1.0	48,149	10- G	49,216	809	50,025	1.0
COMMUNICATIONS OFFICER	6073	10- G	47,799	0	47,799	1.0	47,799	10- G	48,597	0	48,597	1.0
COMMUNICATIONS OFFICER	6073	10- G	47,799	0	47,799	1.0	47,799	10- G	48,516	0	48,516	1.0
COMMUNICATIONS OFFICER	6073	10- D	38,680	0	38,680	1.0	42,493	10- E	44,859	0	44,859	1.0
COMMUNICATIONS OFFICER	6073	10- D	38,680	0	38,680	1.0	42,493	10- E	44,859	0	44,859	1.0
COMMUNICATIONS OFFICER	6073	10- B	38,657	0	38,657	1.0	39,287	10- C	41,473	0	41,473	1.0
COMMUNICATIONS OFFICER	6073						0	10- A	38,342	0	38,342	1.0
VICTIM SERVICES SPEC. *	6030	9- G	45,960	0	45,960	1.0	45,960	9- G	46,644	0	46,644	1.0
CLERK TYPIST II	6080	8- G	44,543	1,031	45,574	1.0	44,543	8- G	46,156	1,121	47,277	1.0
CLERK TYPIST II	6080						39,287	8- E	41,473	0	41,473	1.0
ANIMAL CONTROL OFFICER	6074	8- G	45,193	1,768	46,961	1.0	45,193	8- G	46,856	1,944	48,800	1.0
PARKING ENF OFFICER	6072	7- G	43,493	1,700	45,193	1.0	43,493	7- G	45,130	1,869	46,999	1.0
PARKING ENF OFFICER	6072	7- G	42,843	921	43,764	1.0	42,843	7- G	43,831	1,006	44,837	1.0
NON-SWORN F-T SUBTOTALS			741,873	14,296	756,169	16.0	741,842		807,090	10,667	817,757	17.0
PROPERTY TECHNICIAN	6600	G	26,000	471	26,471	0.5		G	26,394	518	26,912	0.5
PARKING ENF OFFICER	6072	G	27,105	453	27,558	0.5		G	27,508	496	28,004	0.5
PARKING ENF OFFICER	6072	F	25,064		25,064	0.5		G	24,809		24,809	0.5
PARKING ENF OFFICER	6072	D	23,166		23,166	0.5		E	24,410		24,410	0.5
PARKING ENF OFFICER	6072	E	24,102		24,102	0.5		F	23,598		23,598	0.5
COMMUNICATIONS OFFICER	6073					0.5						
TRAINING COORDINATOR	6600	G	22,536		22,536	0.5		G	22,885		22,885	0.5
CLERK TYPIST	6080	B	15,933		15,933			C	15,739		15,739	0.5
CLERK TYPIST	6080	B	15,933		15,933			C	15,620		15,620	0.5
STANDBY PAY	6619		20,000		20,000				20,000		20,000	
OVERTIME	6620		231,000		231,000				270,000		270,000	
TRANSITIONAL WAGES	6070								52,598		52,598	
REIMBURSABLE OVERTIME	6629		138,000		138,000				170,000		170,000	
SHIFT DIFFERENTIAL	6621		61,000		61,000				64,000		64,000	
HOLIDAY PREMIUM	6622		72,000		72,000				80,000		80,000	
UNIFORM ALLOWANCE	6880		26,250		26,250				27,000		27,000	
NON-SWORN P-T SUBTOTALS			728,089	924	729,013	3.5	0		864,561	1,014	865,575	4.0
POLICE DEPARTMENT TOTALS			6,059,500	97,807	6,157,306	87.5	5,348,215		6,311,124	103,494	6,414,618	89.0

* FUNDED THRU A LAW
ENFORCEMENT GRANT

** Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Police Department

PERSONNEL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
6020 Supervisory	\$1,008,652	\$949,445	\$893,137	\$1,125,674	\$1,232,622	\$1,223,622	\$1,261,649
6050 Information Technology	55,502	55,716	55,972	58,341	0	0	0
6070 Police Officers	3,063,963	3,235,746	3,378,321	3,237,872	3,318,575	3,318,575	3,391,916
6072 Parking Enforcement	119,278	178,163	175,686	171,233	185,773	185,773	189,286
6073 Communications	335,473	364,149	356,673	359,377	356,712	356,712	416,194
6074 Animal Control	43,126	43,268	43,268	44,133	45,193	45,193	46,856
6080 Clerical	135,129	172,449	172,461	176,538	176,257	176,257	172,410
6580 Service Award	80,072	82,523	87,160	89,774	97,807	97,807	103,494
6590 Sick Pay	54,971	54,329	65,659	67,414	63,029	72,717	77,391
6600 Part-Time	146,791	66,527	58,245	52,462	48,536	48,536	49,279
6619 Standby Pay	11,736	9,733	10,644	16,531	20,000	20,000	20,000
6620 Overtime	492,856	346,987	364,798	345,436	231,000	250,000	270,000
6621 Shift Differential	0	47,486	66,124	66,553	61,000	61,000	64,000
6622 Holiday Premium	0	49,504	80,591	78,741	72,000	100,000	80,000
6629 Reimbursable Overtime	0	140,257	144,604	189,049	138,000	170,000	170,000
6880 Uniform Allowance	0	21,601	23,747	22,670	26,250	26,250	27,000
6920 Unemployment Comp. Ins.	25,933	27,492	31,372	31,835	34,087	34,087	57,674
6930 Social Security Taxes	418,173	435,316	445,968	452,985	464,566	470,660	484,970
6940 City Pension Plan	448,123	618,822	517,663	509,997	946,338	776,748	1,241,588
6950 Term Life Insurance	24,307	24,731	25,651	25,448	26,741	25,880	27,189
6960 Group Hospitalization Ins.	901,177	965,088	1,083,212	1,073,158	1,165,867	1,105,670	1,248,273
6961 Long-Term Disability Ins.	7,414	7,608	7,735	9,731	10,347	9,950	10,565
6962 Dental Insurance	60,800	57,900	66,180	64,718	71,226	68,040	72,479
6963 Flexible Spending Account	117	577	1,294	1,268	1,092	620	1,092
6964 Health Savings Account	0	0	0	2,000	2,250	3,750	3,750
6965 Post-Employment Benefits	155,040	296,011	409,547	241,248	333,870	333,870	353,977
TOTAL PERSONNEL SERVICES	\$7,588,633	\$8,251,428	\$8,565,712	\$8,514,186	\$9,129,138	\$8,981,717	\$9,841,032

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Police Department

MATERIALS AND SUPPLIES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
7040 Ammunition	\$18,152	\$14,880	\$14,429	\$17,090	\$17,160	\$17,160	\$24,700
7130 Tools and Small Equipment	29,985	15,104	19,199	21,430	19,000	20,000	19,000
7135 Forensic/Photography Supplies	7,322	6,968	7,299	11,355	7,175	7,500	7,175
7140 Uniforms	82,279	56,101	52,322	62,220	57,400	57,400	73,400
7141 Uniform Allowance	22,962	2,199	278	930	0	0	0
7150 Office Supplies	13,641	15,169	13,109	12,099	14,375	14,375	14,375
7160 Books, Periodicals, Etc.	835	598	1,593	0	1,500	1,500	1,500
7200 Copying Supplies	10,639	7,696	4,131	5,964	6,000	6,000	6,000
7230 Janitorial Supplies	3,932	3,284	134	0	0	0	0
7250 Buildings & Grounds Maint.	4,912	4,081	4,911	4,644	4,100	4,100	4,100
7300 Mach. & Equip. Maintenance	190	201	63	258	180	1,000	180
7530 Prisoners' Expenses	159	201	243	195	200	100	200
7550 Misc. Supplies	1,385	1,341	838	2,505	1,200	1,200	1,200
TOTAL MATERIALS & SUPPLIES	\$196,393	\$127,823	\$118,549	\$138,690	\$128,290	\$130,335	\$151,830

CONTRACTUAL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
8020 Advertising	\$381	\$248	\$314	\$24	\$400	\$500	\$400
8030 Casualty Insurance	170,533	211,369	207,082	190,517	212,348	212,348	223,422
8050 Telephone	33,481	37,960	42,540	41,516	36,750	40,000	36,750
8130 Building & Equipment Rental (1)	3,750	4,500	4,500	4,500	4,500	4,500	4,500
8131 Information Technology Cont'l	0	0	0	0	0	0	4,000
8180 Consulting Fees	5,073	4,363	4,363	3,024	5,200	5,200	5,200
8230 Janitorial Services	12,978	12,948	0	0	0	0	0
8250 Building & Grounds Maint.	30,902	20,862	99	386	500	500	500
8300 Mach. & Equip. Maintenance	77,923	53,720	61,460	41,543	64,825	64,825	78,825
8311 Vehicle Accidents	2,866	0	0	0	0	0	0
8480 Communication Equip. Maint.	0	1,595	201	621	1,500	1,500	1,500
8550 Misc. Contracted Svc.	6,442	9,455	8,166	11,088	7,175	11,000	7,175
8570 Annual Reports & Pub. Rel.	0	0	437	0	500	500	500
TOTAL CONTRACTUAL SERVICES	\$344,329	\$357,020	\$329,162	\$293,219	\$333,698	\$340,873	\$362,772
(1) Includes Alcohol Beverage Control Program							

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Police Department

OTHER CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
9020 Mileage & Small Bus. Exp.	\$1,580	\$2,121	\$2,906	\$3,468	\$3,000	\$3,000	\$3,000
9040 Dues/Conference Expenses	4,059	2,754	3,137	3,212	4,500	4,500	4,500
9060 Depreciation Expense	288,370	447,835	341,576	341,410	302,000	368,560	331,578
9070 Training	9,344	13,175	13,777	16,087	7,000	7,000	13,000
9099 Contingencies	0	0	0	0	0	0	10,000
TOTAL OTHER CHARGES	\$303,353	\$465,885	\$361,396	\$364,177	\$316,500	\$383,060	\$362,078

INTER-DEPT. CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
Vehicles and Equipment	\$283,310	\$311,698	\$373,292	\$395,972	\$328,614	\$386,487	\$336,610
Buildings & Grounds	79,289	45,945	72,463	84,389	91,928	94,452	93,176
Billings & Accounting	55,797	0	263,855	288,645	284,752	374,272	408,495
Printing and Reproduction	474	0	0	0	0	0	0
Electricity	105,800	111,000	107,600	95,200	104,300	92,900	89,600
Other Indirect Expenses	6,604	6,053	5,166	4,958	6,500	800	1,000
TOTAL INTER-DEPT. CHARGES	\$531,274	\$474,696	\$822,376	\$869,164	\$816,094	\$948,911	\$928,881

Newark Police Department Profile

The Newark Police Department is responsible for protecting the lives, homes and properties of Newark residents. The Newark Police Department is dedicated to serving all citizens by: responding to calls for police service, enforcing state and local laws, conducting preventative patrol activities, performing criminal investigations, promoting traffic safety, and apprehending criminal and traffic offenders. The Newark Police Department's core values are the preservation of human life, integrity, professionalism and service.

The Newark Police Department's force of 91 employees is dedicated to serving citizens through the bureaus, divisions and units described below.

Field Operations Bureau

The Field Operations Bureau is broken down into two main components: The Patrol Division and the Traffic Division.

Patrol Division

The Patrol Division is the backbone of the Newark Police Department, as they are available twenty four hours a day, seven days a week, three hundred and sixty five days a year. The patrol division has the responsibility of being the first responders to all calls for police service. The Patrol Division is additionally broken down into five patrol platoons and the K9 Unit. In 2012, the police department logged 44,115 calls for service in the Computer Aided Dispatch System.

In 2012, the Newark Police Department experienced an 8.8% decrease in calls for service over 2011. Part I crimes (felonies) decreased by 4.1% and Part II crimes (misdemeanors and violations) increased by 5.5%. There were 3,826 criminal charges brought against adults and 320 criminal charges brought against juveniles.

The continued reduction in the Part I crime rate can be attributed in part to the Crime Suppression Plan, which coincides with the University of Delaware semester schedule. During this time frame, violent crimes spike in and around the downtown areas of the city. The Crime Suppression Plan breaks the downtown area into small patrol sectors during peak call volume times. Aggressive and proactive patrol techniques are deployed, which has shown a successive drop in Part I crime. Since 2006, Part I crimes have decreased by 26.6%. In addition, the patrol division has implemented Directed Patrols. Directed Patrols are when officers assigned to a certain area of the city, are directed to patrol specific areas based upon recent crime trends and citizen complaints.

In 2014, the Patrol Division will continue with the Crime Suppression Plan, Directed Patrols, as well as their preventative patrol activities and enforcement in a continued effort to control the crime rate and quality of life in the city.

Special Enforcement Division

Traffic Unit

The Traffic Unit is responsible for promoting traffic safety and enforcing traffic laws. The Traffic Unit is also responsible for investigating serious injury and fatal motor vehicle collisions. This unit oversees Parking Enforcement and the Animal Control function. Parking Enforcement is responsible for enforcing the parking regulation throughout the city. The Animal Control officer is responsible for enforcing animal violations and public education regarding animal issues.

In 2012, traffic complaints decreased by 4.8%. Parking meter summons decreased by 11%, while other parking summons decreased by 5.1 %. DUI arrests increased by 16.9% while other motor vehicle arrests increased by 32.6%. There was one fatal motor vehicle collision in 2012, while the total number of collisions increased by 15.1%. The Traffic Unit has moved their focus from being the primary vehicle collision investigators, to one of targeted traffic violation enforcement, based upon accident locations and citizen concerns. The Traffic Unit along with the Patrol Division has been focusing their efforts in specific areas of the city.

In 2014, the Traffic Division will continue its targeted traffic violation enforcement in an effort to decrease the number of vehicle collisions on city roadways.

Special Operations Unit

The Special Operations Unit was created in 2012 with the assistance of a COPS Hiring Grant. The Special Operations Unit (SOU) consists of a Sergeant and three police officers. The primary responsibility of the SOU is to provide operational flexibility to impact specific crime and disorder problems as they arise in the community. The SOU operates in a uniformed capacity and adheres to community oriented policing and problem solving principles

Administration and Investigations Bureau

The Administration and Investigations Bureau is broken down into two main components: The Administration Division and the Criminal Investigations Division.

Criminal Investigations Division

The Criminal Investigations Division is broken down into several different units with specialized functions.

The General Investigations Unit is responsible for the follow-up investigation of major crimes or crime involving long term or specialized investigative efforts.

The Special Investigations Unit is responsible for drug, vice and organized crime investigations and for the collection, dissemination and security of criminal intelligence.

The Family Services Unit is responsible for conducting follow-up investigations of domestic violence cases, cases involving juvenile victims and offenders including follow-up on juvenile runaway or missing persons, cases involving child abuse or neglect, and acts as the department liaison with family service organizations throughout the state.

The Evidence Detection Unit is responsible for coordinating the forensic processing of major crime scenes, for submitting evidence to laboratories, for coordinating the Field Evidence Technician program, and for maintaining all supplies required for processing evidence.

The Street Crimes Unit is responsible for combating street crime using proactive tactics, conducting surveillance on known suspects, investigating nuisance crimes and providing support services to the divisions within the Criminal Investigations Division and the Patrol Division. As crime trends and community concerns rise, the Street Crimes Unit is deployed to the specific areas of the City to combat the increase.

In 2012, The Street Crimes Unit made 1,324 criminal arrests, 91 drug arrests, 134 traffic arrests, 178 fugitive arrests, 700 Order-Maintenance Arrests, 119 Graffiti arrests, and 102 other criminal arrests.

The Victim Services Unit provides social work services to victims and witnesses of violent crimes including but not limited to: crisis intervention, information and support for the court process and assistance in applying for Violent Crimes Compensation.

In 2012, the Victim Services Unit reviewed 207 cases and made initial and follow up contact with 477 victims and witnesses.

In 2014, the Criminal Investigations Division will continue to vigorously investigate major crimes throughout the city. The division will continue to enhance its ties with allied investigative agencies through task forces with the FBI, DEA, University of Delaware Police Department and many others.

Administration Division

The Administration Division is broken down into several different police units, and also oversees the civilian staff.

The Crime Prevention and Crime Analysis Unit is responsible for providing security surveys, organizing Neighborhood Watch programs, responding to the media, implementing crime prevention programs, managing the volunteer program and public relations functions. The Crime Analysis function of this unit is responsible for analyzing crime trends and reporting them to both the Field Operations Bureau and the Criminal Investigations Division.

The Accreditation Manager is responsible for ensuring that periodic reports, reviews, and other activities mandated by applicable CALEA accreditation standards are accomplished. The Accreditation Manager is also responsible for developing and maintaining the Rules and Procedures Manual, preparing personnel allocation studies and management staff studies concerning various functions of the Department.

The School Resource Officer is responsible for investigating crimes involving juveniles as victims or offenders, managing youth-related problems, running the explorer program, and maintaining liaison with local schools. The School Resource Officer is assigned and works full time at Newark High School and maintains a presence at the elementary schools.

The Property Officer is responsible for storing and accounting for all evidence and found property, for issuing and maintaining an inventory of all non-perishable police equipment, and for coordinating all building maintenance.

The Communications Section is the City of Newark's 911 center. Nine full-time civilians are responsible for receiving complaints and emergency calls from citizens, retrieving information for patrol officers, and dispatching patrol officers to calls for service. The 911 center averages 100,000 phone calls per year and dispatches police to approximately 45,000 calls for service.

The Records Section maintains a centralized records pool, sends the required reports to other agencies, and acts as a central repository for all records of official activity of the Department.

The Training Coordinator is responsible for all department training, manages the Field Training Officer program, maintains training files for all personnel, and manages the Department's training budget.

The Volunteer Program is staffed by civilians who supplement the employees of the Newark Police Department by, voluntarily, performing community service, crime prevention or administrative tasks. Four civilian volunteers combined for a total of over 300 hours of volunteer work at the police department.

In 2012, the Administration Division continued to administer the COPS Hiring Grant in the amount of \$447,844. This enabled the police department to hire two additional police officers which led to the formation of the Special Operations Unit. This grant increased the strength of the department from 66 sworn officers to 68. In 2012, the Administration Division also applied for and was awarded grant money to enhance police technology, with the acquisition of additional in car camera systems, bringing the total of 20 police vehicles that have recording capability.

In 2014 the Administration Division will continue all of its efforts, including Crime Prevention, Analysis and Accreditation. Federal and state grants will be sought out and applied for in order to continue with technology upgrades. The department will be preparing for its 7th accreditation review which will take place in December 2014.

CITY OF NEWARK, DELAWARE
Activities Measurements --- Police Department

	2010	2011	2012
Performance Indicators:			
Service / Arrest Statistics			
Calls For Service	45,562	48,348	44,115
Adult Criminal Charges	3,229	2,990	3,826
Juvenile Criminal Charges	251	245	320
 Part I Crime Statistics			
Homicide (attempts)	2(1)	0(0)	0(0)
Rape	9	5	10
Unlawful Sexual Contact	10	12	10
Robbery	37	43	45
Aggravated Assault	54	21	20
Burglary	178	174	148
Theft	795	860	874
Theft / Auto	54	56	33
Arson	7	4	2
All Other	97	30	11
Part I Crime Statistics Total	1,248	1,205	1,156
Part II Crime Statistics Total	3,291	2,982	3,146
 Public Order Incidents			
(included in above Part II crimes)			
Alcohol	405	355	437
Noise	756	654	579
Disorderly	473	563	625
Misdemeanor Assaults	373	359	548
 Traffic Statistics			
Traffic Complaints	12,379	11,755	11,196
Parking Summons	8,005	6,916	6,562
Meter Summons	26,024	22,740	20,229
Motor Vehicle Arrests	10,538	9,561	12,679
DUI Arrests	202	242	283
Accidents	1,086	1,156	1,330
Fatalities	1	0	1
Injury Accidents	230	228	204

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Parks & Recreation Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
OPERATING EXPENSES							
Personnel Services	\$1,854,189	\$1,952,015	\$2,032,756	\$2,073,456	\$2,028,013	\$2,092,124	\$2,201,113
Materials and Supplies	97,818	103,383	91,511	102,395	108,480	102,932	104,250
Contractual Services	366,263	291,921	324,699	309,768	301,038	294,612	304,017
Other Charges	<u>36,507</u>	<u>31,744</u>	<u>25,913</u>	<u>32,196</u>	<u>47,375</u>	<u>56,105</u>	<u>74,168</u>
Subtotal	\$2,354,777	\$2,379,063	\$2,474,879	\$2,517,815	\$2,484,906	\$2,545,773	\$2,683,548
Inter-Dept. Charges	201,539	175,197	249,883	242,807	213,953	229,860	262,583
Special Revenue Accounts	<u>24,031</u>	<u>11,923</u>	<u>10,741</u>	<u>8,899</u>	<u>16,975</u>	<u>15,550</u>	<u>14,475</u>
Total Operating Expenses	<u>\$2,580,347</u>	<u>\$2,566,183</u>	<u>\$2,735,503</u>	<u>\$2,769,521</u>	<u>\$2,715,834</u>	<u>\$2,791,183</u>	<u>\$2,960,606</u>

CITY OF NEWARK, DELAWARE

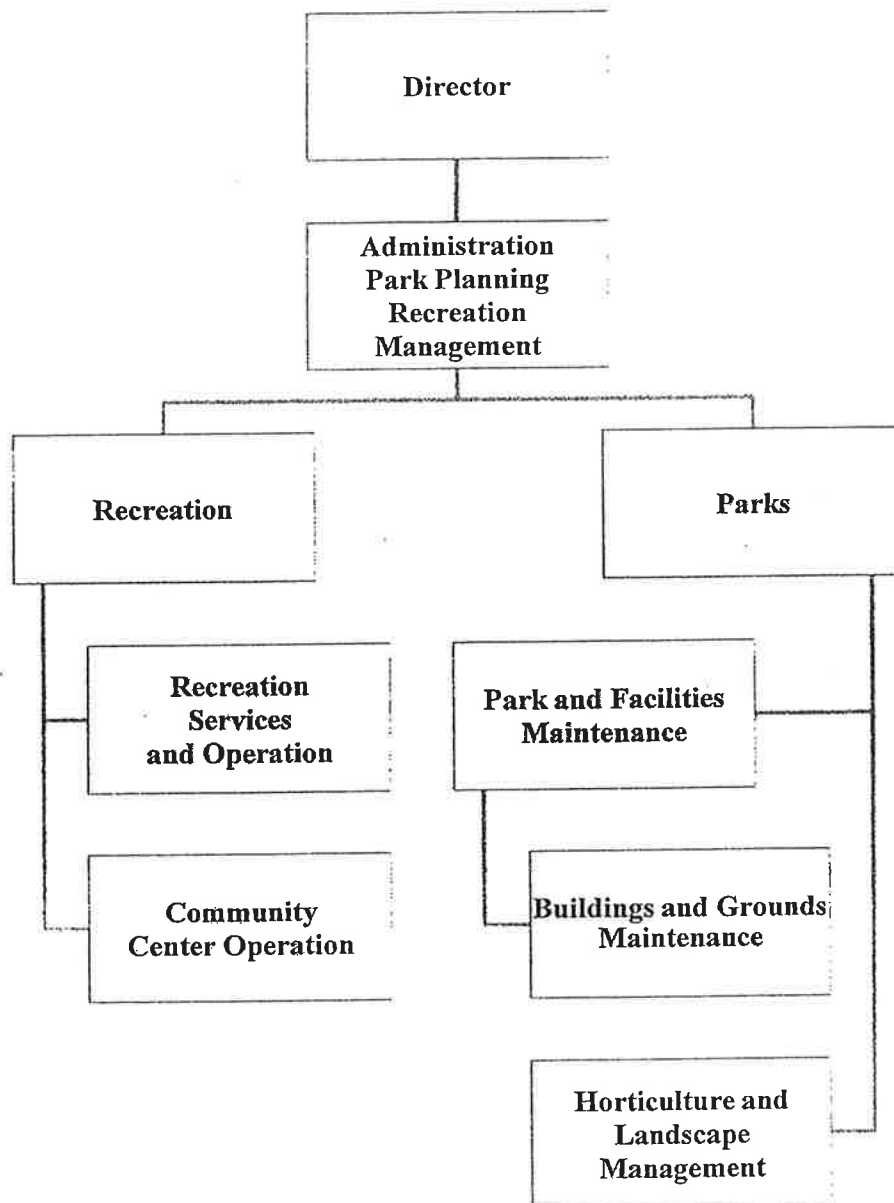
2014 OPERATING BUDGET

PARKS AND RECREATION DEPARTMENT

Presented to City Council November 11, 2013

CITY OF NEWARK, DELAWARE

PARKS & RECREATION



**PARKS DEPARTMENT
2014 WAGE AND SALARY BUDGET
PAGE 1 OF 1**

POSITION		BUDGET ACCT	2013					TOTAL SALARY RATE AT 12/31/2013	2014						
			GRADE	STEP	ANNUAL				GRADE	STEP	ANNUAL				
					REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT				FT POS	REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
PARKS & REC. DIRECTOR	6020	28- I		97,841	5,326	103,167	1.0	97,841	28- I		102,683	5,488	108,171	1.0	
RECREATION SUPT.	6020	21- I		74,240	2,085	76,325	1.0	74,240	21- I		77,920	2,208	80,128	1.0	
PARKS SUPT.	6020	21- I		74,590	2,698	77,288	1.0	74,590	21- I		78,270	2,821	81,091	1.0	
PARKS SUPERVISOR	6020	17- I		63,906	2,516	66,422	1.0	63,906	17- I		67,051	2,621	69,672	1.0	
RECREATION SUPERVISOR	6020	18- G		65,766	1,526	67,292	1.0	65,766	18- G		66,835	1,660	68,495	1.0	
RECREATION SUPERVISOR	6020	18- G		65,766	1,526	67,292	1.0	65,766	18- G		66,897	1,660	68,557	1.0	
RECREATION SUPERVISOR	6020	18- G		65,416	0	65,416	1.0	65,416	18- G		66,439	1,107	67,546	1.0	
SECRETARY I	6080	10- G		48,449	1,354	49,803	1.0	48,449	10- G		49,166	1,455	50,621	1.0	
CUSTOMER SERVICE CLERK I	6080	10- G		48,149	1,275	49,424	1.0	48,149	10- G		48,866	1,375	50,241	1.0	
MAINTENANCE IV	6230	8- 5		49,812	907	50,719	1.0	49,812	8- 5		49,812	989	50,801	1.0	
MAINTENANCE IV	6230	8- 5		50,462	1,896	52,358	1.0	50,462	8- 5		50,462	1,978	52,440	1.0	
MAINTENANCE IV	6230	8- 5		50,112	1,566	51,678	1.0	50,112	8- 5		50,269	1,649	51,918	1.0	
MAINTENANCE IV	6230	8- 5		49,608	824	50,432	1.0	49,608	8- 5		49,812	907	50,719	1.0	
MAINTENANCE III	6230	6- 5		46,469	769	47,238	1.0	46,469	6- 5		46,488	846	47,334	1.0	
EQUIPMENT OPERATOR	6230	3- 5		43,656	794	44,450	1.0	43,656	3- 5		43,656	866	44,522	1.0	
EQUIPMENT OPERATOR	6230	3- 5		43,306	0	43,306	1.0	43,306	3- 5		43,306	0	43,306	1.0	
EQUIPMENT OPERATOR	6230	3- 5		43,306	0	43,306	1.0	43,306	3- 5		43,306	0	43,306	1.0	
FULL TIME SUBTOTALS				980,854	25,062	1,005,916	17.0	980,854		1,001,238	27,630	1,028,868	17.0		
TEMPORARY MAINTENANCE				84,500		84,500				110,000		110,000			
OVERTIME				25,800		25,800				25,000		25,000			
TRANSITIONAL WAGES										6,701		6,701			
DAY CAMP				42,000		42,000				44,000		44,000			
SELF SUPPORTING PROGM.				115,000		115,000				162,000		162,000			
LIFE GUARDS				12,000		12,000				12,000		12,000			
REC. SPEC. - SPEC. EVENTS			C	18,849		18,849	0.5		D	19,718		19,718	0.5		
COMM. CTR. ATTENDANT			G	7,250	401	7,651	0.5		G	7,356	434	7,790	0.5		
COMM. CTR. ATTENDANT			B	7,250		7,250	0.5		C	7,487		7,487	0.5		
COMM. CTR. ATTENDANT			C	7,250		7,250	0.5		D	7,518		7,518	0.5		
COMM. CTR. ATTENDANT			D	7,250		7,250	0.5		E	7,535		7,535	0.5		
OTHER SUBTOTALS				327,149	401	327,550	2.5	0		409,315	434	409,749	2.5		
PARKS DEPARTMENT TOTALS				1,308,003	25,463	1,333,466	19.5	980,854 *		1,410,553	28,064	1,438,617	19.5		

* Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Parks & Recreation Department

PERSONNEL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
6020 Supervisory	\$488,105	\$490,187	\$492,887	\$502,989	\$507,525	\$507,520	\$526,095
6080 Clerical	91,580	99,441	92,136	94,233	96,598	96,600	98,032
6230 Maintenance Workers	324,084	343,144	359,109	368,830	376,731	376,590	383,812
6580 Service Award	17,790	18,768	19,432	22,404	25,463	25,463	28,064
6590 Sick Pay	11,212	12,046	12,788	15,596	14,814	16,672	18,721
6610 Seasonal	0	124,843	112,743	111,930	110,000	110,000	110,000
6620 Overtime	34,292	37,034	33,294	21,227	25,800	25,000	25,000
6680 Day Camp	42,831	43,097	42,657	44,675	42,000	41,600	44,000
6690 Self-Supporting Programs	114,165	109,935	107,855	128,285	115,000	160,500	162,000
6740 Youth Activities - Rec Specialist	40,618	10,278	0	0	0	0	0
6750 Life Guards	11,664	11,751	11,736	11,045	12,000	12,000	12,000
6770 Comm Events - Rec Specialist	16,420	20,649	14,743	17,565	18,849	18,800	19,718
6850 Center Attendants	25,011	28,595	27,651	28,137	29,000	28,500	29,896
6880 Uniform Allowances	0	0	0	0	0	67	0
6920 Unemployment Comp. Ins.	13,506	13,535	14,961	15,511	17,221	16,000	24,033
6930 Social Security Taxes	102,721	100,552	98,634	112,643	102,846	108,570	111,487
6940 City Pension Plan	117,062	185,460	220,975	231,938	202,874	233,692	264,939
6950 Term Life Insurance	4,550	4,675	4,860	4,922	5,058	4,980	5,108
6960 Group Hospitalization Ins.	191,136	202,748	225,135	223,696	242,668	226,440	250,367
6961 Long-Term Disability Ins.	1,460	1,519	1,569	1,892	1,959	1,930	1,992
6962 Dental Insurance	15,290	16,253	16,722	16,640	17,971	17,810	18,435
6963 Flexible Spending Account	49	187	450	450	468	220	468
6965 Post-Employment Benefits	40,500	77,318	122,419	98,848	63,168	63,170	66,946
TOTAL PERSONNEL SERVICES	\$1,854,189	\$1,952,015	\$2,032,756	\$2,073,456	\$2,028,013	\$2,092,124	\$2,201,113

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Parks & Recreation Department

MATERIALS AND SUPPLIES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
7020 Heating Fuel	\$6,085	\$6,429	\$4,004	\$4,324	\$6,000	\$4,800	\$5,000
7110 Safety Shoes & Supplies	1,999	1,685	1,346	1,434	1,500	1,700	1,700
7130 Tools,Field Sup.,Small Equip.	2,304	2,777	3,523	3,815	3,000	1,780	2,900
7140 Uniforms	732	430	237	7	100	100	100
7150 Office Supplies	3,798	2,307	1,732	904	2,100	1,600	1,900
7160 Books, Periodicals, Etc.	85	97	24	81	130	100	100
7170 Postage	0	0	0	85	0	0	0
7250 Bldg. & Grounds Maintenance	1,231	12,317	15,512	16,362	15,700	15,800	15,700
7300 Mach. & Equip. Maintenance	1,902	2,318	1,976	2,559	2,000	2,200	2,000
7450 Salt, Sand & Snow Removal	3,124	2,394	308	0	2,000	300	1,500
7500 Parks Maintenance	29,064	35,576	24,046	36,001	36,700	36,700	36,700
7501 Island Beautification	5,776	5,253	5,051	4,687	4,700	4,900	4,700
7550 Miscellaneous Supplies	797	916	968	494	950	950	950
7680 Day Camp	2,559	1,411	1,288	1,514	1,400	1,500	1,400
7690 Self-Supporting Programs	28,816	20,978	21,849	20,326	22,000	21,000	22,000
7691 Community Day	1,485	1,614	1,490	1,389	1,900	1,700	1,700
7692 Liberty Day Fireworks	992	308	786	527	0	102	200
7693 Halloween Parade/Trick or Treat	92	123	246	124	400	300	400
7694 Other Special Events	2,163	2,345	2,714	3,010	2,800	2,700	2,800
7695 Newark Nite	1,698	1,965	1,761	2,973	2,100	2,200	0
7850 George Wilson Center	3,116	2,140	2,650	1,779	3,000	2,500	2,500
TOTAL MATERIALS & SUPPLIES	\$97,818	\$103,383	\$91,511	\$102,395	\$108,480	\$102,932	\$104,250

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Parks & Recreation Department

CONTRACTUAL SERVICES		ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
8020	Advertising	\$1,021	\$1,670	\$1,110	\$1,306	\$2,800	\$2,800	\$2,800
8030	Casualty Insurance	29,040	32,480	39,400	43,493	45,938	46,451	54,857
8040	Merchant Fees and Discounts	5,886	6,019	6,723	7,023	7,500	9,500	9,500
8050	Telephone	18,722	16,676	16,584	20,673	22,200	22,200	22,200
8130	Bldg. & Equip. Rental	1,502	2,223	3,497	1,655	2,600	2,500	2,500
8131	Information Technology Cont'l	0	0	0	0	0	0	7,920
8230	Janitorial Service	7,442	7,425	0	0	0	0	0
8250	Bldg. & Grounds Maint.	1,725	3,368	5,683	166	500	0	500
8300	Mach. & Equip. Maintenance	84	325	617	160	700	700	700
8311	Vehicle Accidents	0	1,085	0	0	0	0	0
8410	Creek Maintenance	2,025	5,313	15,875	12,960	12,000	12,000	12,000
8420	Tree Removal	20,919	21,178	39,500	23,285	25,000	27,500	25,000
8450	Salt, Sand & Snow Removal	0	3,938	0	0	0	0	0
8500	Parks Maintenance	16,623	24,446	17,243	20,368	19,000	19,000	21,040
8550	Misc. Contracted Services	684	396	86	9,037	400	6,855	500
8680	Day Camp	5,775	5,579	5,305	5,300	6,700	6,500	6,500
8690	Self-Supporting Programs	170,750	88,866	87,503	96,674	91,000	77,000	80,000
8691	Community Day	3,450	3,755	3,660	3,170	4,000	3,700	3,800
8692	Liberty Day/Fireworks	25,886	28,545	29,481	30,995	30,860	29,800	30,900
8693	Halloween Parade/Trick or Treat	790	430	440	300	800	600	600
8694	Other Special Events	5,208	5,675	5,355	3,708	5,500	5,000	5,500
8695	Newark Nite	8,335	7,527	8,236	8,624	8,000	7,006	0
8696	Memorial Day Parade	0	0	10,000	6,000	0	0	0
8850	George Wilson Center	11,904	12,202	13,901	371	1,040	1,000	1,000
8899	Retention Basin Mowing	28,492	12,800	14,500	14,500	14,500	14,500	16,200
TOTAL CONTRACTUAL SERVICES		\$366,263	\$291,921	\$324,699	\$309,768	\$301,038	\$294,612	\$304,017

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Parks & Recreation Department

OTHER CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
9020 Mileage & Small Bus. Exp.	\$57	\$44	\$33	\$16	\$75	\$75	\$75
9040 Dues/Conferences Expenses	1,354	1,675	1,140	445	1,800	1,700	1,800
9060 Depreciation Expense	33,395	28,645	22,532	30,290	45,000	53,830	59,793
9070 Training	1,701	1,380	2,208	1,445	500	500	2,500
9099 Contingencies	0	0	0	0	0	0	10,000
TOTAL OTHER CHARGES	\$36,507	\$31,744	\$25,913	\$32,196	\$47,375	\$56,105	\$74,168

INTER-DEPT. CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
Vehicles and Equipment	\$64,291	\$93,564	\$89,699	\$111,191	\$77,986	\$70,892	\$95,506
Buildings and Grounds	18,423	32,935	20,443	(23,363)	(15,923)	(14,827)	(23,205)
Billings & Accounting	83,695	0	90,258	100,307	97,077	127,446	138,373
Printing and Reproduction	8,022	17,927	19,527	21,645	21,907	18,880	22,580
Electricity	18,200	27,234	25,542	23,704	25,706	22,819	22,329
Other Indirect Expenses	8,908	3,537	4,414	9,323	7,200	4,650	7,000
TOTAL INTER-DEPT. CHARGES	\$201,539	\$175,197	\$249,883	\$242,807	\$213,953	\$229,860	\$262,583

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Parks & Recreation Department

SPECIAL REVENUE ACCTS.	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
FRIENDS OF SAFETY TOWN (1141)							
6690 Self-Supporting Programs	\$0	\$0	\$0	\$0	\$1,261	\$1,200	\$1,300
7690 Self-Supporting Programs	1,342	1,595	1,331	1,267	2,522	2,300	2,500
8690 Self-Supporting Programs	1,645	435	400	400	485	480	500
COMMUNITY DONATIONS FOR PARKS (1142)							
7500 Parks Maintenance	0	0	625	0	0	0	0
8500 Parks Maintenance	0	0	0	0	0	0	0
BEAUTIFICATION (1143)							
7501 Island Beautification	6,862	7,138	6,490	6,482	7,275	7,700	7,275
8130 Building & Equipment Rental	0	0	1,295	0	2,231	1,200	1,200
8550 Misc. Contracted Services	0	0	0	0	485	0	0
9623 Autos & Trucks	13,482	0	0	0	0	0	0
CASH IN LIEU OF PARKLAND (1144)							
7500 Parks Maintenance Supplies	0	0	0	0	0	0	0
8500 Parks Maintenance	0	1,900	0	0	0	0	0
9622 Machinery & Equipment	0	0	0	0	0	0	0
COMMUNITY DONATIONS FOR RECREATION (1145)							
7690 Self-Supporting Programs	0	0	0	0	970	970	0
9070 Training	700	855	600	750	1,746	1,700	1,700
TOTAL PARKS SPECIAL REVENUE ACCOUNTS	\$24,031	\$11,923	\$10,741	\$8,899	\$16,975	\$15,550	\$14,475

Parks and Recreation Department Profile

The Parks and Recreation Department operates, maintains and manages the City's Park system and Recreation services through its divisions as described below:

Administration and Planning

The Division directs and supervises all recreation, park and horticulture programs, facilities and operations. It is responsible to oversee the planning, design, construction, renovation and maintenance of park facilities; recreation services, operating and capital budgets, department advertising and promotion, research grant funding and community partners to assist in accomplishing department wide efforts.

Key Division accomplishments in 2013 included:

- Completed the design and construction of two (2) skate spots.
- Completed an asphalt overlay of the multi-purpose court at Kells Park.
- Completed the design and engineering for the development of Curtis Mill Park, advertised the construction contract, selected a contractor and begin construction.
- Continue working with the Delaware Trail Spinners to design sustainable trails at Redd Park.
- Secured grant funding for the skate spot project, Curtis Mill Park, LeRoy Hill Park baseball field drainage project, bamboo removal at Kershaw Park, replacement of a play unit at Wilson Park and the enhancement of the arts at special events.

In 2014 the Division will:

- Complete construction of Curtis Mill Park.
- Pending budget approval, replace the light fixtures at all park court sites (basketball, tennis, street hockey and skate board.)
- We advertised and awarded a contract for the installation of a subsurface drainage system at the LeRoy Hill Park baseball field. Due to the late award of the contract the project will be delayed until late summer 2014.
- Continue working with DeIDOT and DP&L to secure a trail link from Redd Park to Possum Park Road.
- Pending budget approval make improvements to the maintenance road/trail surface which extends from Fremont Road (Fairfield Crest) to Creek Road.

Parks and Horticulture

The Division is responsible for the maintenance of 658 acres of parkland which includes 52 park and open space areas, 17 miles of trails, more than 50 landscaped sites, City owned buildings and structures and more than 386 acres of forested lands. Routine maintenance and repairs are made to playground equipment, athletic fields (10),

basketball (17), tennis (16) and street hockey courts (2), skate board facilities (2); shelters (10), fencing, trails, foot bridges, buildings, pools (2) and parking lots (11). The Division also performs tree, turf and landscape maintenance, snow and ice removal at City buildings, park sites and downtown parking lots; oversees the removal of creek blockages and contracted tree work, conducts regular inspections of all facilities and areas to identify maintenance needs, and provides support services to the recreation division for programs and events and other City departments as needed.

Key Division accomplishments in 2013 included:

- We worked with DelDOT and their landscape contractor on the landscape design and plant installation at the new traffic medians on S. Main Street/Elkton Road.
- Completed the first of three (3) annual reports to the Army Corps for the Conservation site on the Pomeroy Trail.
- Completed the tree pit retrofitting project on Main Street.
- Installed a replacement park play unit at George Wilson Park.
- Framed and poured concrete pads under the picnic shelters at Dickey and Wilson Parks.
- We completed the renovation of all Main Street tree pits.
- We completed the eradication of the invasive bamboo along the Hall Trail and old Water Treatment facility at South Academy Street. The soil was leveled and grass seed applied.
- We cut back the large stand of bamboo in Karpinski Park and began the process of complete eradication.

In 2014 we plan to complete:

- Begin the phased planting of trees in the area along the Hall Trail where we eradicated the bamboo.
- Continue to assist the Delaware Trail Spinners to construct sustainable trails at Redd Park.
- Continue to eradicate the bamboo at Karpinski Park.
- Pending CDBG Funding approval, remove a declining tree at George Wilson Park.
- Pending budget approval, begin the installation of ADA accessible pathways to certain park facilities.

Recreation Services

The Division is responsible for planning and conducting a wide variety of recreation activities and events that enhance the quality of life for the citizens of Newark. More than 200 programs and events are offered each year that include topics and areas such as health and fitness, youth and adult sports leagues and skill development classes, arts, camps, and community events.

Key Division accomplishments in 2013 include:

- We updated the Park and Recreation website and began utilizing Facebook and Twitter more frequently.
- With the construction of the two skate spots, we began offering introductory classes in skate boarding.
- We added two new summer camps this year – “Rittenhouse Rocks” and “Camp Kids Caboodle”. Both camps were well attended.

In 2014 the Division will:

- We will receive an upgrade to our online activity registration system. Training will occur in Fall 2013 with implementation in January 2014.
- Develop a volunteer recognition/awards program.
- Work with the City Manager’s office and Planning and Development staff to modify Newark Day into a new and different event.
- We will assume internal oversight responsibility for the Triathlon event.
- We will continue to evaluate and implement promotional opportunities using social media.
- Create a National Trails Day event – June 7, 2014.

CITY OF NEWARK, DELAWARE
Activities Measurements - Parks & Recreation

Performance Indicators:	2011 (Fall '10-Sum '11)	2012 (Fall'11-Sum'12)	2013 (Fall'12-Sum'13)
Revenue			
Community Events	\$90,000	\$74,744	\$76,328
Trips	\$5,936	\$8,473	\$6,099
Preschool Activities	\$60,350	\$39,421	\$33,229
Youth/Teen Activities	\$255,565	\$324,556	\$373,739
Adult Activities	\$58,140	\$67,464	\$63,923
Community Pools	\$600	\$810	\$690
George Wilson Center	\$45,990	\$41,260	\$39,688
Total	\$516,581	\$556,728	\$593,696
Program Cost			
Community Events	\$61,541	\$60,987	\$63,152
Trips	\$3,431	\$5,782	\$3,354
Preschool Activities	\$39,469	\$20,415	\$17,786
Youth/Teen Activities	\$153,271	\$192,052	\$200,452
Adult Activities	\$36,748	\$45,236	\$48,050
Community Pools	\$11,651	\$11,760	\$12,890
George Wilson Center	\$19,314	\$16,570	\$13,050
Total	\$325,425	\$352,802	\$358,734
Volunteer Hours			
Community Events	1,093	1,610	1,358
Preschool Activities	1,464	1,232	1,166
Youth/Teen Activities	2,883	2,723	2,556
Total	5,440	5,565	5,080

Registrant Totals for Fall 2012-Summer 2013

Activity	Registrant/Participation	Resident	Non-Resident
Community Events	1,739	632	1,117
Trips	83	34	49
Preschool Activities	517	260	257
Youth/Teen Activities	2,101	970	1,131
Adult Activities	1,288	476	812
George Wilson Center Rentals	191	59	132
Grand Totals	5,919	2,431	3,498

Registrant Totals for Fall 2011-Summer 2012

Activity	Registrant/Participation	Resident	Non-Resident
Community Events	1,676	532	1,144
Trips	127	85	42
Preschool Activities	397	198	199
Youth/Teen Activities	1,902	934	968
Adult Activities	1,304	520	784
George Wilson Center Rentals	162	51	111
Grand Totals	5,568	2,320	3,248

Registrant Totals for Fall 2010-Summer 2011

Activity	Registrant/Participation	Resident	Non-Resident
Community Events	1,579	490	1,089
Trips	123	71	52
Preschool Activities	669	366	303
Youth/Teen Activities	1,763	783	980
Adult Activities	1,235	441	794
George Wilson Center Rentals	154	36	118
Grand Totals	5,523	2,187	3,336

CITY OF NEWARK, DELAWARE

2014 OPERATING BUDGET

ADMINISTRATIVE DEPARTMENT

Presented to City Council November 11, 2013

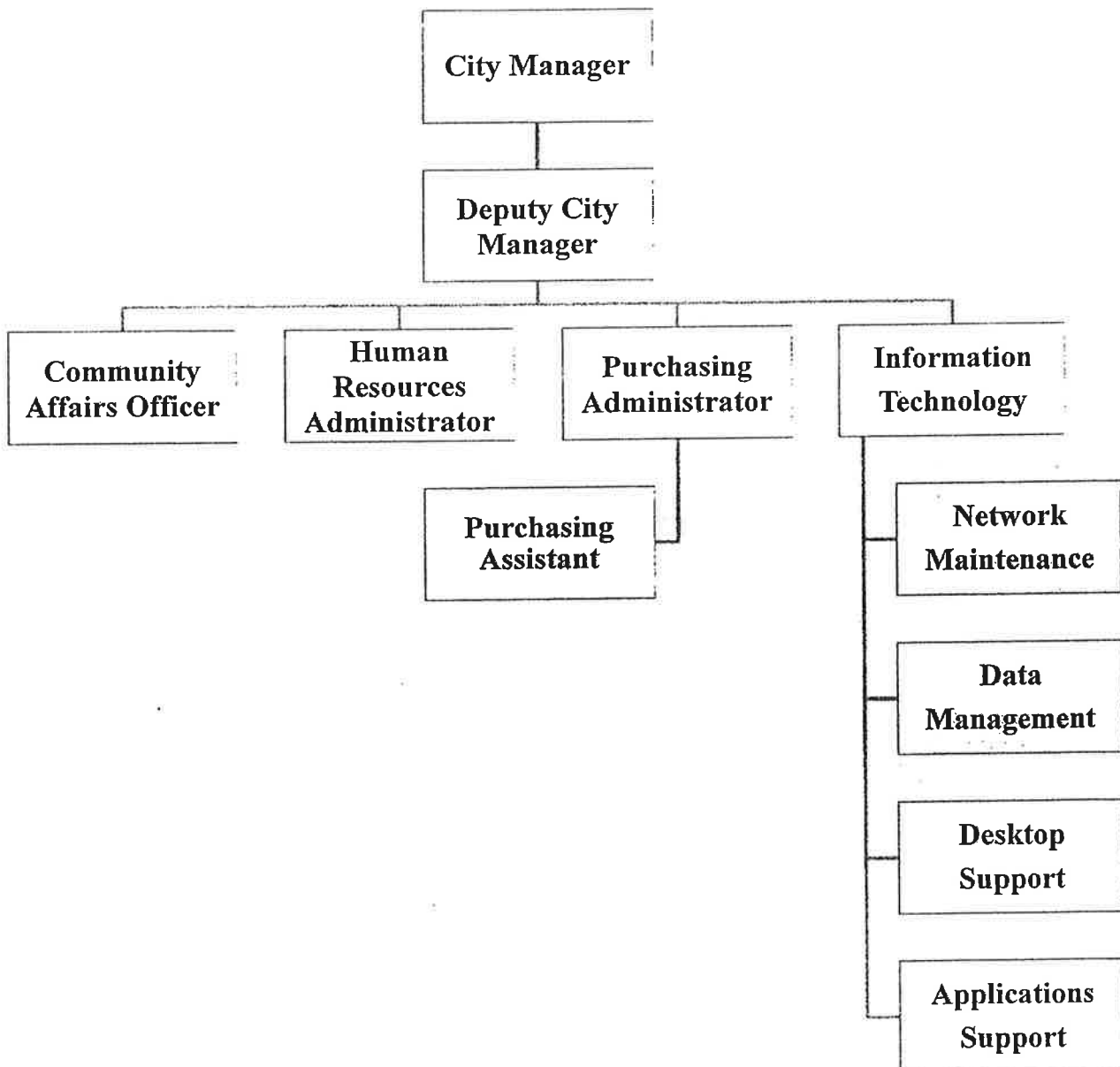
**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Administrative Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
OPERATING EXPENSES							
Personnel Services	\$756,188	\$735,327	\$765,097	\$712,175	\$723,165	\$797,156	\$1,407,596
Materials and Supplies	3,511	2,407	2,363	3,103	3,750	4,150	30,117
Contractual Services	43,930	53,381	85,977	76,031	50,796	62,796	244,154
Other Charges	<u>45,724</u>	<u>33,323</u>	<u>40,720</u>	<u>68,054</u>	<u>30,350</u>	<u>30,475</u>	<u>125,835</u>
Subtotal	\$849,353	\$824,438	\$894,157	\$859,363	\$808,061	\$894,577	\$1,807,702
Inter-Dept. Charges	<u>62,295</u>	<u>(195,181)</u>	<u>(173,263)</u>	<u>(163,322)</u>	<u>(155,093)</u>	<u>(165,340)</u>	<u>(659,930)</u>
Total Operating Expenses	<u>\$911,648</u>	<u>\$629,257</u>	<u>\$720,894</u>	<u>\$696,041</u>	<u>\$652,968</u>	<u>\$729,237</u>	<u>\$1,147,772</u>

CITY OF NEWARK, DELAWARE
ADMINISTRATIVE DEPARTMENT



**ADMINISTRATION DEPARTMENT
2014 WAGE AND SALARY BUDGET
PAGE 1 OF 1**

POSITION	BUDGET ACCT	2013							TOTAL SALARY RATE AT 12/31/2013	2014						
		GRADE STEP	BASE RATE	LONG. RATE	REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS		GRADE STEP	BASE RATE	LONG. RATE	REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
CITY MANAGER	6020		135,000	1,000	136,000	5,175	141,175	1.0	136,000		140,000	1,000	141,000	5,400	146,400	1.0
DEPUTY CITY MANAGER	6020	31- D	97,511	0	97,511	0	97,511	1.0	108,932	31- D	114,379	0	114,379	0	114,379	1.0
IT MANAGER	6050								91,494	I	96,069	0	96,069	0	96,069	1.0
IT SYS/APP SUPPORT II	6050								65,766	19- G	67,520	350	67,870	1,526	69,396	1.0
IT SYS/APP SUPPORT I	6050								63,250	18- G	65,217	350	65,567	1,540	67,107	1.0
SYSTEMS ADMIN II	6050										69,075	0	69,075	0	69,075	1.0
SYSTEMS ADMIN I	6050										45,000	0	45,000	0	45,000	1.0
DESKTOP SUPPORT LEAD	6050									9- A	18,434	0	18,434	0	18,434	0.5
RESEARCH AIDE **	6030									17- I	66,051	0	66,051	0	66,051	1.0
COMMUNITY AFFAIRS OFC	6020	17- I	62,171	0	62,171	0	62,171	1.0	62,906	15- I	58,159	1,000	59,159	2,811	64,878	1.0
HR ADMINISTRATOR	6080	15- I	58,159	1,000	59,159	2,423	61,582	1.0	59,159	15- D	54,917	650	55,567	2,175	57,742	1.0
PURCHASING ADMIN	6030	15- D	54,917	650	55,567	2,175	57,742	1.0	57,385	13- G	50,042	350	50,392	1,418	51,810	1.0
PURCHASING ASSISTANT	6080	13- F	50,042	350	50,392	1,418	51,810	1.0	54,116							
FULL TIME SUBTOTALS			457,800	3,000	460,800	11,191	471,991	6.0	699,008		858,190	3,787	861,977	15,019	876,996	11.5
TRANSITIONAL WAGES	6020				8,000		8,000				12.00	0	8,160	0	8,160	0.5
IT DESKTOP SUPPORT	6050										12.00	0	8,160	0	8,160	0.5
IT DESKTOP SUPPORT	6050												3,198		3,198	
TRANSITIONAL WAGES	6050												1,500	0	1,500	
OVERTIME	6620												6,000		6,000	
VEHICLE ALLOWANCE	6875													0		
OTHER SUBTOTALS					8,000	0	8,000	0.0	0				27,018	0	27,018	1.0
ADMINISTRATION DEPARTMENT TOTALS			457,800	3,000	468,800	11,191	479,991	6.0	699,008 *		858,190	3,787	888,995	15,019	904,014	12.5

** POSITION FUNDED BY AND SHARED WITH ELECTRIC DEPARTMENT IN 2013; FUNDED BY AND SHARED WITH THE PLANNING AND DEVELOPMENT DEPARTMENT IN 2014.

* Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Administrative Department

PERSONNEL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
6020 Supervisory	\$380,360	\$371,724	\$374,018	\$300,113	\$303,682	\$329,425	\$321,430
6030 Engineering/Technical	51,733	52,076	52,076	56,476	55,567	55,200	79,975
6050 Information Technology	0	0	0	0	0	0	363,099
6080 Clerical	58,019	58,019	58,019	66,663	109,551	109,220	116,991
6580 Service Award	10,200	10,674	11,147	14,608	11,191	11,191	15,019
6590 Sick Pay	6,119	5,488	5,957	5,723	5,471	8,171	8,128
6600 Part-Time	5,120	0	0	6,939	0	20,000	0
6620 Overtime	272	0	0	0	0	0	1,500
6875 Vehicle Allowance	0	6,000	6,000	1,000	0	0	6,000
6920 Unemployment Comp. Ins.	2,114	1,773	2,088	2,274	2,298	2,681	7,961
6930 Social Security Taxes	35,709	34,816	35,543	33,496	35,217	39,000	67,864
6940 City Pension Plan	112,380	79,414	120,646	117,700	95,308	109,786	172,403
6941 Defined Contribution 401(a) Plan	0	0	0	0	7,313	6,648	14,926
6950 Term Life Insurance	2,056	2,051	2,060	1,827	1,991	2,040	3,884
6960 Group Hospitalization Ins.	53,015	42,932	40,488	52,533	59,732	66,040	168,490
6961 Long-Term Disability Ins.	576	576	576	658	838	860	1,597
6962 Dental Insurance	3,890	3,665	3,397	3,537	4,093	4,750	10,844
6963 Flexible Spending Account	65	195	390	306	312	234	546
6964 Health Savings Account	0	0	0	0	0	1,375	1,500
6965 Post-Employment Benefits	34,560	65,924	52,692	48,322	29,677	29,680	43,563
6966 Retirement Health Savings Account	0	0	0	0	924	855	1,876
TOTAL PERSONNEL SERVICES	\$756,188	\$735,327	\$765,097	\$712,175	\$723,165	\$797,156	\$1,407,596

MATERIALS AND SUPPLIES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
7130 Tools,Field Sup.,Small Equip.	\$0	\$424	\$0	\$0	\$0	\$0	\$0
7131 Information Technology Supplies	0	0	0	0	0	0	26,367
7150 Office Supplies	2,442	1,547	1,888	2,362	3,000	3,500	3,000
7160 Books, Periodicals, Etc.	539	269	427	474	650	650	650
7170 Postage	46	35	0	59	100	0	100
7550 Miscellaneous Supplies	484	132	48	208	0	0	0
TOTAL MATERIALS & SUPPLIES	\$3,511	\$2,407	\$2,363	\$3,103	\$3,750	\$4,150	\$30,117

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Administrative Department

CONTRACTUAL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
8020 Advertising	\$0	\$398	\$0	\$0	\$0	\$0	\$0
8030 Casualty Insurance	27,229	35,979	32,881	29,365	39,896	39,896	41,076
8050 Telephone	2,560	2,753	3,074	2,131	2,000	1,900	2,000
8131 Information Technology Cont'l	0	0	0	0	0	0	172,178
8162 Legal/Consulting Services	1,163	10,234	47,455	30,358	5,000	17,500	25,000
8300 Mach. & Equip. Maintenance	0	0	0	125	0	0	0
8550 Misc. Contracted Svc.	0	155	0	9,954	1,400	1,000	1,400
8560 Employee Testing Svc.	2,467	2,740	2,006	3,136	2,500	2,500	2,500
8570 Annual Reports & Pub. Rel.	10,511	1,122	561	962	0	0	0
TOTAL CONTRACTUAL SERVICES	\$43,930	\$53,381	\$85,977	\$76,031	\$50,796	\$62,796	\$244,154

OTHER CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
9020 Mileage & Small Bus. Exp.	\$451	\$522	\$4	\$1,515	\$100	\$2,500	\$2,500
9030 Recruitment & Retention Expenses	19,786	11,058	11,303	38,857	20,000	15,000	20,000
9031 Information Technology Training	0	0	0	0	0	0	8,000
9040 Dues/Conference Expenses	8,719	6,146	7,557	796	2,500	2,510	10,000
9060 Depreciation Expense	9,894	8,979	4,958	98	100	3,165	64,335
9070 Training	1,324	0	332	125	1,500	1,500	1,500
9090 Other Special Programs	5,550	6,618	16,566	26,663	6,150	5,800	9,500
9099 Contingencies	0	0	0	0	0	0	10,000
TOTAL OTHER CHARGES	\$45,724	\$33,323	\$40,720	\$68,054	\$30,350	\$30,475	\$125,835

INTER-DEPT. CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
Vehicles and Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$10,160
Buildings and Grounds	\$18,423	5,372	8,473	9,867	10,749	11,044	10,895
Accounting & IT Services	41,848	0	21,307	22,744	21,463	29,298	(610,829)
Printing and Reproduction	2,024	4,931	5,371	5,953	6,025	5,193	(33,276)
Electricity Used	0	10,296	10,181	8,008	10,135	9,027	7,539
Services to Utility Funds	0	(215,780)	(218,595)	(209,894)	(203,465)	(219,902)	(232,970)
Other Indirect Charges	0	0	0	0	0	0	0
TOTAL INTER-DEPT. CHARGES	\$62,295	(\$195,181)	(\$173,263)	(\$163,322)	(\$155,093)	(\$165,340)	(\$848,481)

ADMINISTRATION DEPARTMENT PROFILE

General Administration

Under the direction of the City Manager and Deputy City Manager, the Administration Department closely oversees all operating departments and offices of the City. Many interdepartmental activities are coordinated by employees of the Administration Department who work with Department Directors and other city employees to resolve problems or assist with projects. This Department continually evaluates departmental staffing and services in an effort to ensure the optimal use of resources and achieve peak operating efficiencies. This Department formulates City policies and is responsible for the execution of ordinances, charter provisions and City Council actions. Additional time is spent resolving problems and concerns received from the public and providing research assistance to the Mayor and City Council.

The Administration Department works closely with all City departments to coordinate a positive relationship with all areas of our community, including the University of Delaware. Of special note is our "UDon't Need It?" program partnership which has successfully addressed persistent concerns about student move out each spring by creating opportunities for diversion and reuse of household goods.

Personnel Administration

This Department is responsible for the personnel function including policy formulation, recruitment, selection, promotion, training, discipline, performance evaluation, and fringe benefit administration.

In the area of recruitment and selection, the Administration Department handles the hiring of new employees as well as in-house promotions and transfers. During 2012, the Department was involved in the hiring of 12 full-time employees, the promotion, upgrade and reclassification of 28 city employees, and the hiring of 29 part-time or temporary employees.

Labor Relations

This Department is responsible for the administration of labor relations involving three collective bargaining groups covering approximately 195 employees. This includes contract negotiations, the administration of three collective bargaining agreements and the resolution of grievances and disputes submitted by employees. The Department provides other management employees with assistance and advice in the interpretation of contract provisions and grievance administration. In an effort to improve communications and promote harmonious relations, the City meets periodically with each union's executive committee to discuss current issues and resolve disputes.

Purchasing

The Administration Department handles the purchasing, contracting and negotiating for the acquisition of materials, supplies, equipment and services used by all City departments. This includes the development and/or review of contract and request for proposal documents and the resulting evaluation of bids and proposals. The Administration Department makes recommendations to Mayor and Council regarding the award of all bids and proposals. The Department also provides oversight and support for all large scale projects and programs. In 2012, 1,080 purchase orders were issued by the Department. This number is on the decline due to the increased number of staff utilizing credit cards for purchases. For purchases exceeding \$25,000, 16 contracts were awarded with a total value of \$3,952,043.

Public Relations

The Administration Department handles the majority of the communication with the public as it pertains to the City of Newark through traditional means of information dispersal, electronic dissemination and social media. We are the primary contact for media and maintain relations with the media amidst constantly changing assigned reporters.

The Administration Department unveiled a brand new website design at the end of 2012. With this redesign the City can feel confident that its website – features, functionality, and design – will always be on the cutting edge. This update gave us:

- New design;
- Redevelopment of the navigation method;
- Content Migration – retouching of all existing published pages to ensure proper formatting, menu structure, and application of new site styles. Some content was rewritten or pages broken up (shortened or re-sectioned) based on the Community Affairs Officer's chosen site standards;
- Site styles and page layouts were touched up so all pages match the new design and migrated cleanly; and
- Integration of social media accounts.

The website is constantly being updated and expanded to provide citizens with current and accurate information about the City's operations.

The Administration Department distributes the electronic Municipal Newsletter tri-annually to residents to communicate with them about City services, activities, and programs. The Department is responsible for the format, content, and photography of the City government information section and for the overall development of the entire newsletter. The Department manages the InformMe Notification System which remains a proactive means of communicating with our residents. This system now allows for residents to be notified of emergency or important service related messages via phone, text, or e-mail.

The City continues to participate in on-line social media. In 2012, we introduced our City of Newark Facebook page in addition to our already existing Twitter account. These social media accounts have also been integrated with our website so that any Newsflash, Calendar, or Job Posting is automatically posted to the social media accounts. These on-line mechanisms provide a means of informing residents of City information, events and service reminders that may affect them. Additionally, the City is capable of receiving immediate feedback to posted information.

Newark's government access channel, Newark TV 22, is available on both Comcast and Verizon networks. The channel provides municipal news and information, parks and recreation highlights, service reminders, City employment opportunities, local weather, traffic and emergency messages, and public service announcements.

In 2012, the Department continued to become increasingly involved in Downtown Newark Partnership events and marketing. We lead the organizing and marketing of three of the major downtown Newark events – Restaurant Week, Wine and Dine, and Food and Brew Festival. Additionally, we continue to work with the DNP Administrator to develop and enhance their social media communication strategy with the DNP Twitter and Facebook pages.

We continue to have a successful partnership with the Newark Free Library in distributing city-related information at that site to make it more accessible to residents.

OTHER ACTIVITIES

In addition to the day-to-day administration of city operations and handling of personnel, labor relations, purchasing and public relations, the Administration Department is also involved in the following activities:

Committee Liaison

The Administration Department continues to provide staff support to the Downtown Newark Partnership Board, the Traffic Committee, and the Newark Area Welfare Committee. Staff members serve in a liaison capacity to maximize the effectiveness of various citizen boards, commissions, and authorities.

Inter-Departmental Relations

Bi-weekly staff meetings are held with the administration staff and Department Directors to facilitate communication on important issues and policies that may affect the City. Tentative City Council meeting agendas are reviewed and discussed at the staff meetings. Members of the staff also attend City Council meetings as necessary to address Council on projects or services they are responsible for.

CITY OF NEWARK, DELAWARE

2014 OPERATING BUDGET

LEGISLATIVE DEPARTMENT

Presented to City Council November 11, 2013

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

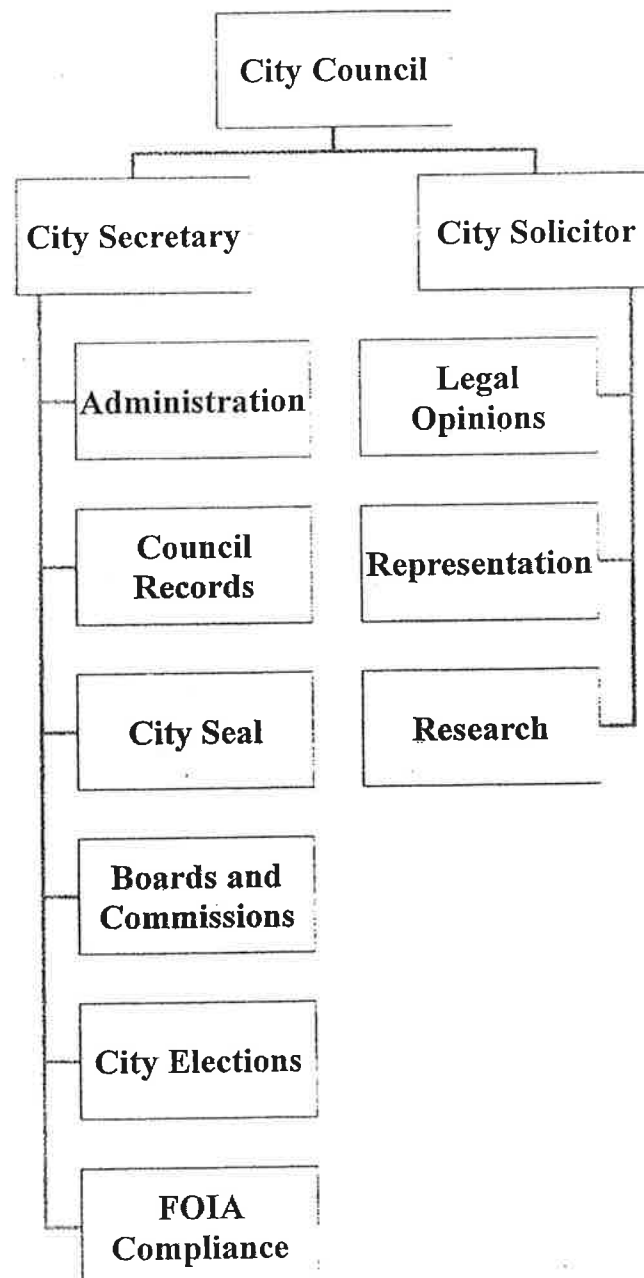
GENERAL FUND

Legislative Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
OPERATING EXPENSES							
Personnel Services	\$313,603	\$326,368	\$338,043	\$345,817	\$359,976	\$369,979	\$366,954
Materials and Supplies	2,691	5,380	6,144	5,460	6,649	6,830	7,168
Contractual Services	457,594	569,055	795,421	1,131,120	678,794	759,996	1,008,256
Other Charges	48,793	47,049	48,703	64,560	60,325	70,287	71,567
Subtotal	\$822,681	\$947,852	\$1,188,311	\$1,546,957	\$1,105,744	\$1,207,092	\$1,453,945
Inter-Dept. Charges	103,434	(46,559)	(8,312)	(18,796)	(3,379)	(30,511)	(46,411)
Total Operating Expenses	\$926,115	\$901,293	\$1,179,999	\$1,528,161	\$1,102,365	\$1,176,581	\$1,407,534

CITY OF NEWARK, DELAWARE

LEGISLATIVE DEPARTMENT



**LEGISLATIVE DEPARTMENT
2014 WAGE AND SALARY BUDGET**

PAGE 1 OF 1

POSITION	BUDGET ACCT	2013					TOTAL SALARY RATE AT 12/31/2013	2014					
		GRADE STEP	ANNUAL					GRADE STEP	ANNUAL				
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS	
CITY SECRETARY	6020						64,000			67,200	0	67,200	1.0
CITY SECRETARY	6020			69,952	3,907	73,859							
SECRETARY II	6080	13- F		51,368	0	51,368	51,699	13- G		54,230	0	54,230	1.0
SECRETARY I	6080	10- F		44,635	0	44,635	45,961	10- G		46,650	0	46,650	1.0
FULL TIME SUBTOTALS	6205			165,955	3,907	169,862	161,660			168,080	0	168,080	3.0
MAYOR AND COUNCIL	6400			50,400		50,400	50,400			55,950		55,950	
CLERK TYPIST	6080	G		24,500	298	24,798	24,500	G		22,136	333	22,469	0.5
CLERK TYPIST (TEMP 2014)	6080							A		15,548	0	15,548	0.5
TRANSITIONAL WAGES	6080									1,009		1,009	
TRANSITIONAL WAGES	6020			6,000		6,000				0		0	
OVERTIME	6620			2,500		2,500				5,000	0	5,000	
OTHER SUBTOTALS	6215			83,400	298	83,698	74,900			99,643	333	99,976	1.0
LEGISLATIVE DEPARTMENT TOTALS				249,355	4,205	253,560	236,560	*		267,723	333	268,056	4.0

* Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Legislative Department

PERSONNEL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
6020 Supervisory	\$68,600	\$68,600	\$68,600	\$70,118	\$75,952	\$79,917	\$67,200
6080 Clerical	80,888	106,522	109,700	115,351	120,503	120,090	139,573
6400 Mayor & Council	50,400	50,400	50,400	50,400	50,400	50,400	55,950
6580 Service Award	3,380	3,493	3,605	3,792	4,205	4,806	333
6590 Sick Pay	1,583	1,583	176	1,407	1,202	1,624	1,140
6600 Part-Time	23,230	0	0	0	0	0	0
6620 Overtime	2,807	1,958	1,539	1,996	2,500	4,000	5,000
6920 Unemployment Comp. Ins.	2,809	2,531	2,956	2,957	3,170	3,170	4,931
6930 Social Security Taxes	17,519	17,673	17,642	18,449	19,490	20,170	20,594
6940 City Pension Plan	27,268	29,370	35,006	36,741	34,325	39,539	26,694
6941 Defined Contribution 401(a) Plan	0	0	0	0	5,246	3,697	5,040
6950 Term Life Insurance	790	781	801	818	876	900	887
6960 Group Hospitalization Ins.	23,074	23,530	26,097	26,033	28,229	27,990	29,584
6961 Long-Term Disability Ins.	248	256	262	297	332	340	335
6962 Dental Insurance	1,574	1,658	1,718	1,718	1,856	1,870	1,854
6963 Flexible Spending Account	13	0	156	78	78	65	156
6965 Post-Employment Benefits	9,420	18,013	19,385	15,662	10,688	10,690	6,745
6966 Retirement Health Savings Account	0	0	0	0	924	711	938
TOTAL PERSONNEL SERVICES	\$313,603	\$326,368	\$338,043	\$345,817	\$359,976	\$369,979	\$366,954

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Legislative Department

MATERIALS AND SUPPLIES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
7150 Office Supplies	\$1,671	\$649	\$1,349	\$1,198	\$1,164	\$2,000	\$2,000
7160 Books, Periodicals, Etc.	3,738	3,843	3,891	3,287	3,800	3,818	3,818
7210 Election Expenses	0	0	60	42	200	90	200
7220 Civic and Charity	0	211	0	0	0	0	0
7550 Miscellaneous Supplies	117	427	0	111	485	42	400
7570 Merchandise For Resale	0	0	594	822	1,000	880	750
7770 Town & Gown Committee Supplies	(2,835)	250	250	0	0	0	0
TOTAL MATERIALS & SUPPLIES	\$2,691	\$5,380	\$6,144	\$5,460	\$6,649	\$6,830	\$7,168

CONTRACTUAL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
8020 Advertising	\$7,003	\$7,040	\$7,303	\$9,999	\$7,500	\$10,258	\$12,500
8030 Casualty Insurance	10,242	16,857	16,656	11,413	12,734	12,734	12,425
8050 Telephone	1,146	633	630	339	700	312	400
8060 DE League of Local Govt.	0	0	6,000	6,000	6,000	6,000	6,000
8070 Aetna Hose, Hook & Ladder	50,000	50,000	50,000	53,000	53,000	53,000	62,000
8071 Newark Ambulance	3,000	3,000	3,000	3,000	3,000	3,000	3,000
8072 Memorial Day Parade	10,000	10,033	0	0	0	0	0
8073 Newark Senior Center	50,860	50,860	50,860	50,860	50,860	50,860	50,000
8131 Information Technology Cont'l	0	0	0	0	0	0	5,431
8160 City Solicitor & Deputy	213,080	207,688	186,188	240,786	200,000	272,000	300,000
8161 Lobbyist	12,000	12,000	12,000	12,000	12,000	12,000	12,000
8162 Legal/Consulting Services	2,340	157,194	392,127	687,410	250,000	250,000	450,000
8163 Codification of Ordinance	4,945	2,924	5,245	5,662	4,850	9,902	20,000
8210 Election Expenses	388	162	2,154	2,724	9,800	12,000	8,000
8220 Community Groups	57,257	44,871	59,502	43,965	61,430	61,430	60,000
8221 Transportation Subsidy	15,060	(2,509)	0	0	0	0	0
8300 Mach. & Equip. Maintenance	302	0	0	0	0	0	0
8550 Misc. Contracted Svc.	11,469	13	100	0	420	0	0
8741 Special Council Events	5,002	4,789	3,656	3,962	6,500	6,500	6,500
8770 Town & Gown Contractual Expenses	3,500	3,500	0	0	0	0	0
TOTAL CONTRACTUAL SERVICES	\$457,594	\$569,055	\$795,421	\$1,131,120	\$678,794	\$759,996	\$1,008,256

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Legislative Department

OTHER CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
9020 Mileage & Small Bus. Exp.	\$699	\$4,025	\$973	\$140	\$600	\$670	\$750
9040 Dues/Conferences Expenses	15,816	7,575	3,331	9,696	24,250	10,000	15,000
9060 Depreciation Expense	31,886	34,663	44,166	54,639	35,000	58,773	50,817
9070 Training	392	786	233	85	475	844	1,000
9099 Contingencies	0	0	0	0	0	0	4,000
TOTAL OTHER CHARGES	\$48,793	\$47,049	\$48,703	\$64,560	\$60,325	\$70,287	\$71,567

INTER-DEPT. CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
Building & Grounds	\$40,795	\$10,573	\$16,675	\$19,420	\$21,155	\$21,736	\$21,442
Billings & Accounting	27,898	0	29,041	37,412	32,796	40,327	53,891
Printing and Reproduction	1,841	1,120	1,220	1,352	1,368	1,179	1,411
Electricity Used	32,900	48,964	46,414	41,371	45,854	40,805	38,758
Services to Utility Funds	0	(107,602)	(101,662)	(119,263)	(105,652)	(134,558)	(161,913)
Other Indirect Expenses	0	386	0	912	1,100	0	0
TOTAL INTER-DEPT. CHARGES	\$103,434	(\$46,559)	(\$8,312)	(\$18,796)	(\$3,379)	(\$30,511)	(\$46,411)

City Secretary's Office Profile

The City Secretary's Office provides clerical, administrative, research and staff support to the Newark City Council, its appointed boards, commissions and committees, and both the City Solicitor and Deputy City Solicitor. The office is staffed by the City Secretary, who is appointed by City Council and also serves as the City Treasurer, a Secretary II, Secretary I and part-time clerk-typist.

The City Secretary's Office serves as a liaison between citizens and City Council. It oversees agenda preparation for Council meetings, schedules meetings, advertises and provides public notification of hearings, and prepares the minutes of City Council and other committee meetings, including, but not limited to, the Conservation Advisory Commission and the Board of Adjustment. The City Secretary also serves as the FOIA Coordinator for the City of Newark and works with the various departments to fulfill citizen requests in a timely fashion.

This office is the City's record keeper. Archival records, including the Charter, Code of the City of Newark, contracts, deeds, agreements, ordinances, resolutions, escrows and minutes of City Council and committee meetings, as well as other routine administrative records are managed by this office. This office is also responsible for the official recording of numerous documents with the New Castle County Recorder of Deeds. The City Secretary serves as the complaint officer charged with resolving cable television issues covered by the City's franchise agreements with providers.

This office also serves as the administrative arm of the legal section of the legislative branch of City government. The City Solicitor's Office, consisting of the City Solicitor and Deputy City Solicitor, rely on this office for research, drafting agreements, ordinances, resolutions and full clerical support.

In addition, this office conducts the final review and approval of applications for peddler/vendor licenses, solicitation registrations and lien certificate letters. Special activities, such as the annual employees' recognition luncheon and various board receptions, are headquartered in this office. Promotion items embossed with the City logo are also displayed and sold in the City Secretary's Office.

Program Goals and Objectives:

The primary goal of the City Secretary's Office is to maintain the records of the City, adhere to all legal requirements including FOIA and open meeting requirements, provide accurate, timely information to the public, meet the needs of the Mayor and Council, be knowledgeable of the City Code, the City Charter and state statutes affecting municipalities, and provide assistance to the City Solicitor and Deputy City Solicitor with their responsibilities.

Major Accomplishments in 2013:

1. Purchased and began implementation of an electronic document management and records retention system to streamline the City's archival process and better protect the records of the City.
2. Continued working with the State of Delaware Archives on the coordination of records retention and preservation.
3. Worked in concert with other departments to bring the Council Chamber into compliance with ADA requirements through the installation of a wheelchair lift.
4. Worked with the City Manager's office and the State Legislature to update the City's charter and the official boundary map of the City.
5. Obtained certification for all full-time staff as voter registrars for the State of Delaware and completed educational classes/seminars on topics including parliamentary procedure and employment law. The Deputy City Secretary completed her CMC certification this year, while the City Secretary began her CMC certification.
6. Began the process for recodification of City Code.
7. Instituted a formalized FOIA request process to help citizens navigate through City government to find the information that they need.

Objectives for 2014:

1. Continue educational classes for personnel.
2. Continue conversion of City records to electronic documents and coordination of records retention with State of Delaware and City departments.
3. Continue the recodification process for City Code.
4. Work towards paperless packets and note pads for Mayor and Council.
5. Continue promoting accessibility and transparency for the citizens of Newark to the records of the City and the legislative process.

CITY OF NEWARK, DELAWARE

2014 OPERATING BUDGET

ALDERMAN'S COURT

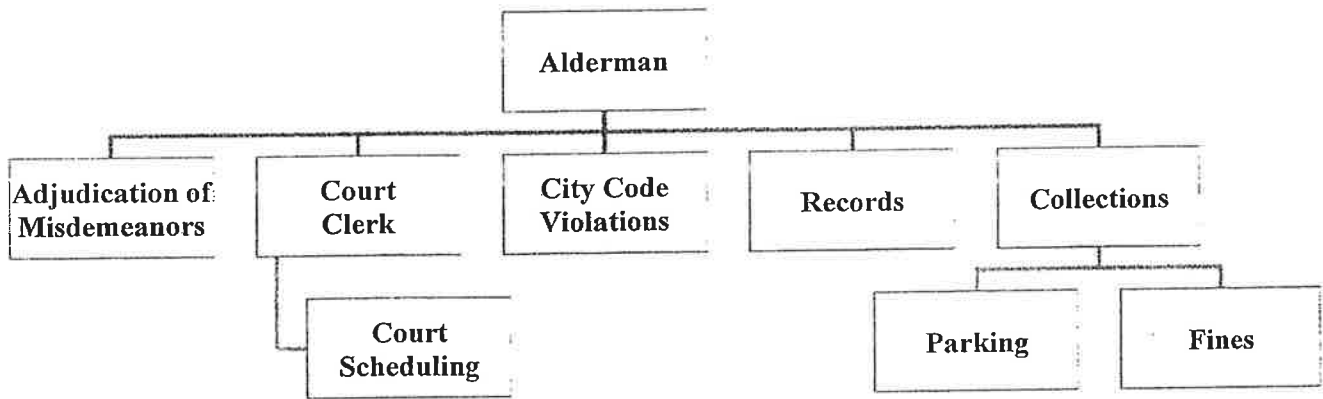
Presented to City Council November 11, 2013

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Alderman's Court

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
OPERATING EXPENSES							
Personnel Services	\$333,214	\$356,350	\$374,653	\$388,277	\$350,924	\$363,128	\$389,476
Materials and Supplies	2,477	2,353	3,344	3,533	5,678	5,470	5,600
Contractual Services	11,301	10,730	9,234	8,950	10,926	15,951	91,076
Other Charges	3,262	2,597	1,261	417	670	1,726	5,706
Subtotal	\$350,254	\$372,030	\$388,492	\$401,177	\$368,198	\$386,275	\$491,858
Inter-Dept. Charges	33,302	10,820	28,751	30,230	29,001	35,985	33,414
Total Operating Expenses	\$383,556	\$382,850	\$417,243	\$431,407	\$397,199	\$422,260	\$525,272

CITY OF NEWARK, DELAWARE**JUDICIAL DEPARTMENT**

**COURT DEPARTMENT
2014 WAGE AND SALARY BUDGET
PAGE 1 OF 1**

POSITION	BUDGET ACCT	2013					TOTAL SALARY RATE AT 12/31/2013	2014				
		GRADE STEP	ANNUAL					GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
CLERK OF THE COURT	6020	17- I	63,906	3,355	67,261	1.0	63,906	17- I	67,051	3,460	70,511	1.0
CUSTOMER SERVICE CLERK II	6060											
CUSTOMER SERVICE CLERK I	6060	10- G	47,799	0	47,799	1.0	47,799	10- G	48,516	808	49,324	1.0
CUSTOMER SERVICE CLERK I	6060	10- B	38,154	0	38,154	1.0	39,287	10- C	40,275	0	40,275	1.0
FULL TIME SUBTOTALS			149,859	3,355	153,214	3.0	150,992		155,842	4,268	160,110	3.0
ALDERMAN	6410		35,629		35,629		36,342		36,342		36,342	
DEPUTY ALDERMAN	6410		20,000		20,000				20,000		20,000	
CLERK TYPIST	6060	G	19,385	507	19,892	0.5		G	19,677	515	20,192	0.5
CLERK TYPIST	6060	G	19,385		19,385	0.5		G	19,677		19,677	0.5
INTERN	6060								5,200		5,200	
TRANSITIONAL WAGES	6060								888		888	
TRANSITIONAL WAGES	6060								2,150		2,150	
OVERTIME	6620		1,500		1,500				1,000		1,000	
OTHER SUBTOTALS			95,899	507	96,406	1.0			104,934	515	105,449	1.0
COURT TOTALS			245,758	3,862	249,620	4.0		187,334 *		260,776	4,783	265,559

* Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Alderman's Court

PERSONNEL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
6020 Supervisory	\$57,891	\$61,791	\$62,378	\$63,934	\$63,906	\$63,910	\$67,051
6060 Customer Service	83,526	139,151	141,198	150,531	124,723	130,623	136,383
6410 Aldermen	52,311	53,725	55,576	57,515	55,629	53,629	56,342
6580 Service Award	2,962	3,198	3,327	3,582	3,727	3,727	4,783
6590 Sick Pay	1,315	1,344	1,421	1,446	1,215	1,475	1,524
6600 Part-Time	51,472	0	0	52	0	0	0
6620 Overtime	1,074	285	696	99	1,500	1,000	1,000
6920 Unemployment Comp. Ins.	2,205	2,315	2,705	2,992	2,681	2,650	4,682
6930 Social Security Taxes	18,994	19,537	19,911	20,062	19,179	19,460	20,432
6940 City Pension Plan	23,246	29,062	34,624	36,347	30,996	35,704	41,237
6950 Term Life Insurance	743	755	789	788	790	780	823
6960 Group Hospitalization Ins.	27,213	27,466	30,309	32,782	34,192	37,540	41,517
6961 Long-Term Disability Ins.	257	264	272	298	300	290	312
6962 Dental Insurance	1,940	2,036	2,110	2,210	2,279	2,610	2,706
6963 Flexible Spending Account	25	65	156	156	156	80	156
6965 Post-Employment Benefits	8,040	15,356	19,181	15,483	9,651	9,650	10,528
TOTAL PERSONNEL SERVICES	\$333,214	\$356,350	\$374,653	\$388,277	\$350,924	\$363,128	\$389,476

MATERIALS AND SUPPLIES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
7130 Tools/Small Equipment	\$36	\$28	\$36	\$11	\$388	\$200	\$200
7150 Office Supplies	2,430	2,229	3,059	3,212	4,850	4,850	5,000
7160 Books, Periodicals, Etc.	11	82	249	300	370	370	350
7550 Miscellaneous Supplies	0	14	0	10	70	50	50
TOTAL MATERIALS & SUPPLIES	\$2,477	\$2,353	\$3,344	\$3,533	\$5,678	\$5,470	\$5,600

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Alderman's Court

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
CONTRACTUAL SERVICES							
8030 Casualty Insurance	\$3,691	\$2,961	\$2,779	\$2,303	\$2,511	\$2,511	\$2,226
8040 Merchant Fees and Discounts	5,217	5,736	4,931	5,136	6,000	12,000	12,000
8050 Telephone	974	668	522	485	775	350	350
8162 Legal/Consulting Services	1,000	673	715	977	970	500	1,000
8300 Mach. & Equip. Maintenance	386	593	239	0	580	500	500
8550 Misc. Contracted Svc.	33	99	48	49	90	90	75,000
TOTAL CONTRACTUAL SERVICES	\$11,301	\$10,730	\$9,234	\$8,950	\$10,926	\$15,951	\$91,076

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
OTHER CHARGES							
9060 Depreciation Expense	\$2,870	\$2,597	\$1,161	\$299	\$600	\$1,656	\$1,656
9070 Training	392	0	100	118	70	70	50
9099 Contingencies	0	0	0	0	0	0	4,000
TOTAL OTHER CHARGES	\$3,262	\$2,597	\$1,261	\$417	\$670	\$1,726	\$5,706

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
INTER-DEPT. CHARGES							
Building & Grounds	\$18,423	\$3,449	\$5,439	\$6,334	\$6,900	\$7,089	\$6,994
Billings & Accounting	13,949	0	15,946	17,835	14,663	22,298	20,621
Printing and Reproduction	930	762	830	920	931	803	960
Electricity Used	0	6,609	6,536	5,141	6,507	5,795	4,839
Other Indirect Expenses	0	0	0	0	0	0	0
TOTAL INTER-DEPT. CHARGES	\$33,302	\$10,820	\$28,751	\$30,230	\$29,001	\$35,985	\$33,414

Alderman' Court

The Alderman's Court is designated as Court No. 40 and falls under the jurisdiction of the State of Delaware Chief Justice. All Traffic and Criminal Misdemeanors in and for the City of Newark are handled in the Alderman's Court. The Alderman (judge) is required to be an attorney, licensed in the State of Delaware, recommended by City Council, appointed by the Governor and confirmed by the Senate. The Alderman serves in the capacity of the Chief Alderman in the State of Delaware as this is the largest Alderman's Court in the State. A Deputy Alderman is also appointed to serve on the bench in the absence of the Alderman.

The Alderman's Court has jurisdiction over all traffic, criminal misdemeanors and parking violations in the City limits of Newark. This also includes building and animal code violations. The Court is in session three to four times a week consisting of Monday, Wednesday and Thursday or Friday mornings.

This office is staffed by the Clerk of the Court who is responsible for the daily operation of the Court and reports to the Alderman on judicial matters and to the City Manager on administrative practices. It is also staffed by two full-time customer service clerks and three part-time clerks. This office is responsible for maintenance of court proceedings, scheduling of arraignments and trials, payment of fines, parking tickets, code violations, collection and disbursement of fines and other funds within the city and the State of Delaware. In 2012 a total of 17,956 cases were filed in the City of Newark Alderman's

Court and \$1,232,064.39 was collected in court fines. Parking ticket collection was \$611,452.45.

The goals of the Alderman's Court are to provide professionalism in support toward defendants, the Alderman and the City; and maintain administrative and financial reports to the City Council and State of Delaware.

In 2010, the Alderman's Court worked with the State of Delaware and the City of Newark IT division to provide on-line payments for all traffic and criminal fines imposed. We have added a State of Delaware Criminal Justice computer for the presiding judge's use in reviewing records. The court is promoting a program of for Probation before Judgment by mail. The Alderman's Court has worked with the City Secretary's Office and Delaware Public Archives to coordinate records retention and destruction of unnecessary records. The Court has coordinated a system with Newark Police Department for parking protests at specific court sessions. We have completed the installation of on-line payments for parking tickets.

The goals for 2014 include completion of video connection in the court for providing the ability to view videos of incidents on film and looking into different security options and as always maintaining a professional and courteous attitude toward our defendants and customers.

CITY OF NEWARK, DELAWARE

2014 OPERATING BUDGET

FINANCE DEPARTMENT

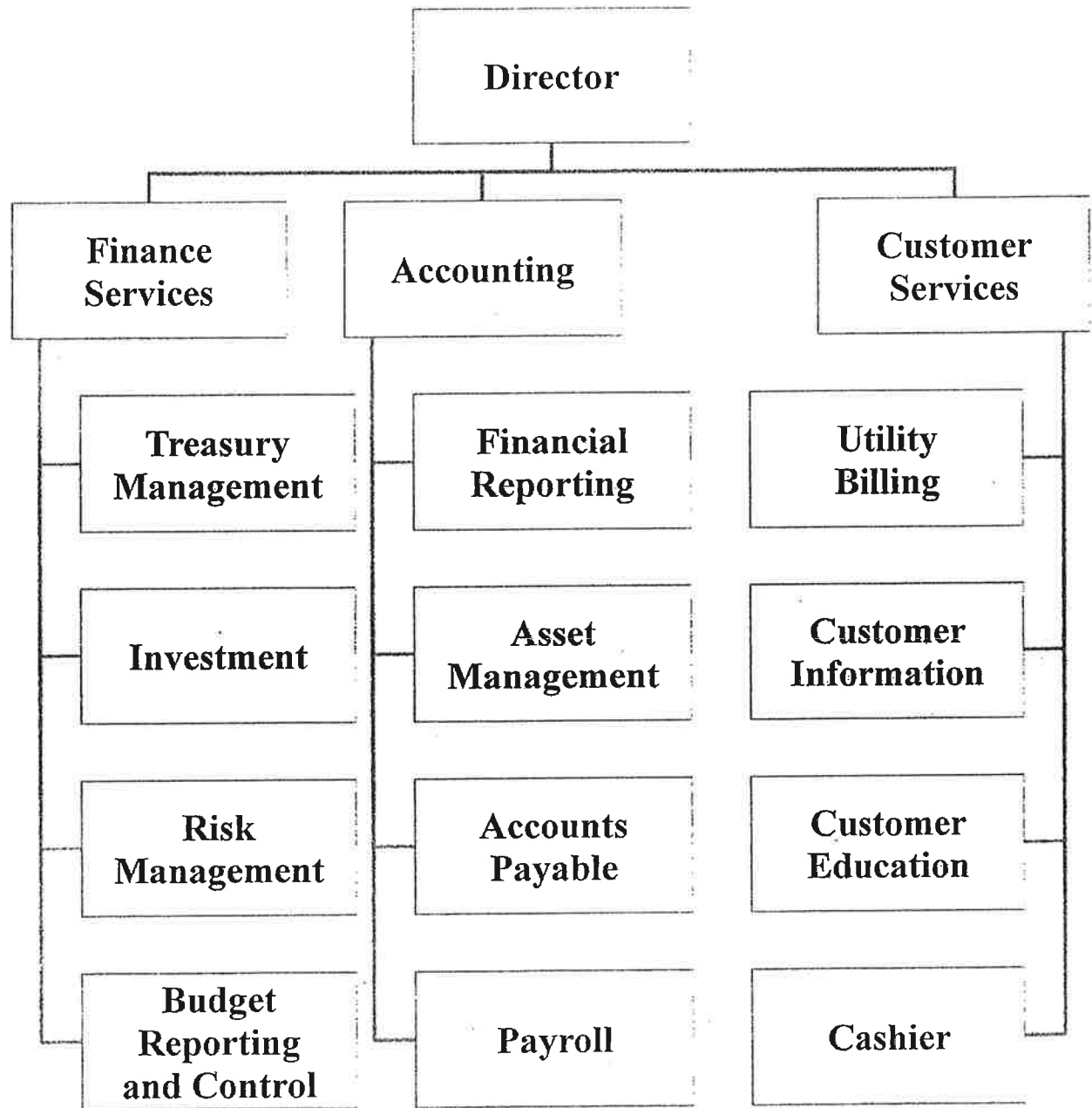
Presented to City Council November 11, 2013

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Finance Department

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
OPERATING EXPENSES							
Personnel Services	\$1,674,280	\$1,677,904	\$1,729,587	\$1,774,458	\$1,738,195	\$1,777,886	\$1,252,006
Materials and Supplies	201,386	188,701	175,899	163,671	193,296	174,532	134,350
Contractual Services	251,620	268,653	320,702	348,201	410,591	636,297	276,740
Other Charges	<u>126,620</u>	<u>124,353</u>	<u>106,889</u>	<u>112,130</u>	<u>82,800</u>	<u>112,964</u>	<u>92,524</u>
Subtotal	\$2,253,906	\$2,259,611	\$2,333,077	\$2,398,460	\$2,424,882	\$2,701,679	\$1,755,620
Inter-Dept. Charges	<u>(1,454,126)</u>	<u>(1,348,121)</u>	<u>(2,026,993)</u>	<u>(2,123,203)</u>	<u>(2,051,211)</u>	<u>(2,325,900)</u>	<u>(1,545,173)</u>
Total Operating Expenses	<u><u>\$799,780</u></u>	<u><u>\$911,490</u></u>	<u><u>\$306,084</u></u>	<u><u>\$275,257</u></u>	<u><u>\$373,671</u></u>	<u><u>\$375,779</u></u>	<u><u>\$210,447</u></u>

CITY OF NEWARK, DELAWARE**FINANCE DEPARTMENT**

**FINANCE DEPARTMENT
2014 WAGE AND SALARY BUDGET
PAGE 1 OF 1**

POSITIONBUDGET ACCT		2013					TOTAL	2014				
		GRADE STEP	ANNUAL				SALARY RATE AT 12/31/2013	GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
FINANCE DIRECTOR	6020	31- I	100,776	0	100,776	1.0	105,000	31- I	108,150	0	108,150	1.0
ASST. FINANCE DIR.	6020	23- I	79,594	0	79,594	1.0	79,594	23- I	86,917	0	86,917	1.0
IT SUPERVISOR	6050	26- D	76,884	1,658	78,542	1.0	63,107	19- D	69,231	0	69,231	1.0
CUSTOMER SERV. SUPVR	6060	19- D	61,085	0	61,085	1.0						
IT NETWORK ADMINISTRATOR	6050	18- G	65,416	0	65,416	1.0						
INFO SYSTEMS TECHNICIAN	6050	18- F	62,242	1,341	63,583	1.0						
ACCOUNTANT	6040	18- G	66,416	2,290	68,706	1.0	66,416	18- G	67,397	2,435	69,832	1.0
BOOKKEEPER II	6040	13- G	53,767	0	53,767	1.0	53,767	13- G	54,581	0	54,581	1.0
FINANCE ASSISTANT	6040	13- G	54,117	1,165	55,282	1.0	54,117	13- G	54,924	1,273	56,197	1.0
FINANCE ASSISTANT	6040	13- G	53,767	0	53,767	1.0	53,767	13- G	54,581	0	54,581	1.0
UTILITY BILLING TECHNICIAN	6060	13- G	53,767	1,255	55,022	1.0	53,767	13- G	54,574	1,364	55,938	1.0
CHIEF METER READER	6270	13- G	54,417	1,703	56,120	1.0	49,711	11- G	50,466	0	50,466	1.0
CUSTOMER SERVICE CLERK II	6060	11- G	49,711	0	49,711	1.0						
CUSTOMER SERVICE CLERK I	6060	10- G	47,799	0	47,799	1.0						
CUSTOMER SERVICE CLERK I	6060	10- G	47,799	0	47,799	1.0						
METER READER I	6270	8- G	44,543	884	45,427	1.0	40,859	10- G	43,136	0	43,136	1.0
METER READER I	6270	8- F	43,910	0	43,910	1.0	667,904					
FULL TIME SUBTOTALS			1,016,010	10,296	1,026,306	17.0		692,473	5,072	697,545	11.0	
METER READER I	6270	G	17,340	544	17,884	0.5						
METER READER I	6270	G	29,250		29,250	0.5						
IT SPECIALIST	6050		24,040		24,040	0.5						
TRANSITIONAL WAGES	6040											
TRANSITIONAL WAGES	6060											
CUSTOMER SERVICE ASSIST	6060											
MAIL ROOM CLERK	6600											
OVERTIME	6610		4,000		4,000			B	25,875		25,875	0.5
OTHER SUBTOTALS			74,630	544	75,174	1.5	3	15,539		15,539		
								4,500		4,500		
			54,548	0	54,548	0.5						
FINANCE DEPARTMENT TOTALS			1,090,640	10,840	1,101,480	18.5	667,904 *	747,021	5,072	752,093	11.5	

* Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Finance Department

PERSONNEL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
6020 Supervisory	\$192,234	\$186,946	\$184,830	\$196,140	\$180,370	\$160,713	\$195,067
6040 Accounting	266,995	235,304	217,077	222,917	228,067	228,210	235,849
6050 Information Technology	215,888	195,194	197,598	213,049	228,582	225,893	0
6060 Customer Service	247,541	255,664	251,414	245,376	260,161	274,360	296,066
6270 Meter Readers	125,182	166,763	170,958	178,243	189,460	234,690	0
6580 Service Award	18,378	12,977	11,674	12,000	10,840	10,840	5,072
6590 Sick Pay	8,432	6,975	5,038	5,050	6,448	7,638	5,543
6600 Part-Time	68,034	0	0	0	0	0	15,539
6620 Overtime	8,364	2,900	2,969	6,483	4,000	5,200	4,500
6880 Uniform Allowance	0	0	0	0	0	310	0
6920 Unemployment Comp. Ins.	6,891	6,396	6,885	7,187	7,873	8,043	8,256
6930 Social Security Taxes	85,385	78,002	76,450	80,764	85,201	87,810	57,957
6940 City Pension Plan	159,481	190,828	227,384	238,675	189,392	218,162	155,774
6941 Defined Contribution 401(a) Plan	0	0	0	0	7,558	5,908	8,111
6950 Term Life Insurance	5,142	4,912	4,764	4,875	5,194	4,300	3,441
6960 Group Hospitalization Ins.	195,273	211,164	227,547	240,748	253,825	226,239	203,545
6961 Long-Term Disability Ins.	1,676	1,620	1,521	1,957	2,024	1,700	1,369
6962 Dental Insurance	14,059	16,616	16,852	17,237	17,210	15,900	13,418
6963 Flexible Spending Account	65	293	658	546	624	280	702
6964 Health Savings Account	0	0	0	1,500	1,500	2,250	1,500
6965 Post-Employment Benefits	55,260	105,350	125,968	101,711	58,942	58,940	39,359
6966 Retirement Health Savings Account	0	0	0	0	924	500	938
TOTAL PERSONNEL SERVICES	\$1,674,280	\$1,677,904	\$1,729,587	\$1,774,458	\$1,738,195	\$1,777,886	\$1,252,006

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Finance Department

MATERIALS AND SUPPLIES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
7110 Safety Shoes & Supplies	\$658	\$379	\$190	\$295	\$485	\$200	\$0
7130 Tools,Field Sup.,Small Equip.	3,005	777	1,969	336	1,110	850	850
7131 Information Technology Supplies	51,201	27,569	53,409	39,198	35,844	35,844	0
7140 Uniforms	1,059	1,032	108	12	500	0	0
7150 Office Supplies	6,987	7,412	6,226	8,872	8,450	7,580	7,500
7160 Books, Periodicals, Etc.	600	560	147	167	500	189	500
7170 Postage	111,595	123,674	85,228	87,547	115,000	99,000	95,000
7180 Billing & Collec. Supplies	18,105	17,599	20,425	16,882	20,907	20,369	20,000
7200 Copying Supplies	7,858	8,837	6,568	9,391	10,000	10,000	10,000
7330 Meter Testing & Repairs	0	282	0	318	0	0	0
7550 Miscellaneous Supplies	318	580	1,629	653	500	500	500
TOTAL MATERIALS & SUPPLIES	\$201,386	\$188,701	\$175,899	\$163,671	\$193,296	\$174,532	\$134,350

CONTRACTUAL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
8020 Advertising	\$0	\$504	\$0	\$0	\$0	\$0	\$0
8030 Casualty Insurance	18,618	15,646	16,528	14,696	15,465	15,465	13,014
8040 Merchant Fees and Discounts	9,707	14,772	11,449	14,472	13,000	15,000	15,000
8050 Telephone	3,398	3,681	4,338	3,573	4,620	4,270	4,620
8130 Bldg. & Equip. Rental	5,336	1,290	0	2,153	4,780	750	1,000
8131 Information Technology Cont'l	136,525	171,510	191,004	221,508	277,566	522,226	177,516
8170 Auditing Fees	72,564	37,304	68,047	55,500	62,135	62,135	59,900
8300 Mach. & Equip. Maintenance	0	186	772	0	3,690	3,690	3,690
8550 Misc. Contracted Svc.	5,472	23,760	28,564	36,299	29,335	12,761	2,000
TOTAL CONTRACTUAL SERVICES	\$251,620	\$268,653	\$320,702	\$348,201	\$410,591	\$636,297	\$276,740

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

GENERAL FUND

Expenditures:

Finance Department

OTHER CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
9010 Bad Debts	\$0	\$60	\$1,774	\$688	\$0	\$0	\$0
9020 Mileage & Small Bus. Exp.	635	876	632	42	750	100	750
9031 Information Technology Training	5,429	5,511	7,077	10,712	14,850	7,500	0
9040 Dues/Conference Expenses	2,455	2,254	623	2,476	4,400	2,964	5,500
9060 Depreciation Expense	114,714	109,760	92,886	95,786	56,000	99,900	77,474
9070 Training	3,387	5,892	3,897	2,426	6,800	2,500	4,800
9099 Contingencies	0	0	0	0	0	0	4,000
TOTAL OTHER CHARGES	\$126,620	\$124,353	\$106,889	\$112,130	\$82,800	\$112,964	\$92,524

INTER-DEPT. CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
Vehicles and Equipment	\$10,162	\$11,543	\$10,305	\$9,038	\$9,077	\$12,015	\$0
Buildings and Grounds	27,635	10,911	17,209	20,041	21,832	22,431	22,128
Billings & IT Functions	(1,394,917)	(701,328)	(1,388,016)	(1,410,322)	(1,353,453)	(1,452,093)	(1,002,386)
Printing and Reproduction	(18,233)	(35,544)	(38,717)	(42,914)	(43,434)	(37,433)	(5,284)
Accounting	(112,473)	(653,957)	(647,803)	(714,799)	(705,172)	(888,579)	(574,462)
Electricity Used	33,700	20,254	20,029	15,753	19,939	17,759	14,831
Other Indirect Charges	0	0	0	0	0	0	0
TOTAL INTER-DEPT. CHARGES	(\$1,454,126)	(\$1,348,121)	(\$2,026,993)	(\$2,123,203)	(\$2,051,211)	(\$2,325,900)	(\$1,545,173)

Finance Department Profile

ACCOUNTING

* * *

The accounting program is responsible for revenue generation, financial accountability and reporting, asset management and disbursements of funds.

Revenues generated through the accounting office include property taxes, business license fees and other miscellaneous charges. Financial accountability duties include accurately recording information and reporting data in understandable formats for internal and external purposes. Asset management is responsible for the security, control and accounting of cash, receivables, pension funds, buildings and property, equipment and operating inventory. Primary activities are investment management, risk management and liability insurance, and accounting for inventory changes. Disbursements is responsible for accounts payable and processing the payroll.

Program Goals and Objectives

The goals of the accounting program are to properly record and account for all financial transactions, prepare accurate and informative financial reports, disburse city funds in an efficient manner, maintain financial, property tax and payroll records, operate the risk management function to provide maximum return on idle city funds, and provide adequate insurance protection at the lowest possible cost.

BUDGETING

* * *

The budget process is the joint responsibility of the City Manager and Finance Director.. The program consists of two major parts, a five year capital budget program and the annual operating budget. The five year capital program is updated annually with the operating budget. The annual budget is a policy statement and a legally binding control document setting forth the financial operations plan for the coming fiscal year. The capital and operating budgets are adopted by the City Council following the City Manager's review and a public hearing. The 2014 budget for all funds totals \$43.5 million including a \$4.8 million net capital budget.

The budget program is responsible for revenue estimation, preparation of estimated expenses for the current year and projection of expenditures for the coming budget year based on input from the city management team, monitoring of budget activity during the year, and periodic analysis and reporting of budget status. Additionally, it is the responsibility of the budget program to estimate required resources to fund programs and to propose utility and tax rates at the proper level to fund these programs.

Program Goals and Objectives

The goals of the budgeting program are to prepare an annual operating budget and a five year capital improvement program to meet the Charter deadline and communicate the City's financial plan, forecast the anticipated revenues and expenditures necessary to maintain adequate reserves for future improvements, coordinate the budget preparation process with departments to institute participatory budgeting techniques and ensure that resource allocation decisions are implemented in the most effective and efficient manner.

CUSTOMER SERVICE

* * *

The customer service program is responsible for providing assistance to utility customers in establishing and terminating service, answering billing and service inquiries, processing customer payments, managing delinquent utility accounts receivable and providing customer education and information on city operations.

This group also performs parking meter audits on a quarterly basis. They also perform mail responsibilities, such as sorting and delivery between city hall and the post office; process the folding and stuffing of mail; and prepare mail for presort and pickup. Miscellaneous duties include collection calls prior to disconnecting services for non-payment and bank deposits.

Program Goals and Objectives

The goals of the customer service program are to maximize the usage of the Utility Billing software to improve utility information management, establish new accounts for utility customers, provide service disconnections, conduct accurate utility meter reading, conduct accurate utility billing, provide courteous customer service and collect on delinquent or problem accounts.

UTILITY REVENUE MANAGEMENT

* * *

The utility revenue management program is responsible for supporting the Delaware Municipal Electric Corporation (DEMEC), negotiating and administering water and sewer utility agreements with outside agencies, managing the wholesale power purchase contract and accounting for and projecting utility consumption budgets. It includes analyses of utility rate charges in all customer classes.

DEMEC is a joint action electric agency consisting of nine municipalities, including Newark. It is organized to provide key services to member utilities to develop and improve public power initiatives in Delaware. These are technical assistance, legislative and regulatory support, negotiations for service and purchase contracts, and wholesale power supply and transmission services.

Program Goals and Objectives

The goals of the utility revenue management program are to accurately estimate utility consumption and revenue figures, record and account for income from utility sales and wholesale purchase costs, manage debt issuance and administration for the capital program, serve as staff liaison with DEMEC and negotiate future power, water and sewer agreements.

CITY OF NEWARK, DELAWARE

2014 OPERATING BUDGET

DEBT SERVICE FUND

Presented to City Council November 11, 2013

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

DEBT SERVICE FUND

DEBT SERVICE	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
Cash Balance - January 1st	\$46,619	\$46,620	\$46,620	\$46,620	\$54,737	\$38,641	\$38,641
Receipts							
Transfer from Other Funds	\$551,264	\$374,718	\$1,793,898	\$195,664	\$199,143	\$218,647	\$220,547
Proceeds from Notes Issued	0	0	0	0	0	0	0
Interest on Investments	0	0	0	0	0	0	0
Total Receipts	\$551,264	\$374,718	\$1,793,898	\$195,664	\$199,143	\$218,647	\$220,547
Disbursements							
Bond Issuance Costs	\$0	\$0	\$22,189	\$0	\$0	\$0	\$0
Lease Acquisition Costs	0	0	0	4,500	0	0	0
Interest on Issue No. 8A (GOB 2004)	7,833	1,928	0	0	0	0	0
Interest on Issue No. 9 (GOB 2000)	93,430	87,790	101,709	0	0	0	0
Interest on GOB Series 2011	0	0	0	31,444	31,444	32,850	29,750
Interest on Energy Conservation Loan	0	0	0	4,514	4,514	8,388	4,717
Redemption of Bonds:							
Issue No. 8, 8A & 9	450,000	285,000	1,670,000	0	0	0	0
GOB Series 2011	0	0	0	160,000	160,000	155,000	160,000
Energy Conservation Loan	0	0	0	3,185	3,185	22,409	26,080
Total Disbursements	\$551,263	\$374,718	\$1,793,898	\$203,643	\$199,143	\$218,647	\$220,547
Cash Balance - End of Period	\$46,620	\$46,620	\$46,620	\$38,641	\$54,737	\$38,641	\$38,641
Bonds Outstanding - December 31st							
Issue No. 8A - Various	\$160,000	\$0	\$0	\$0	\$0	\$0	\$0
Issue No. 9 - Various	1,795,000	1,670,000	0	0	0	0	0
GOB Series 2011	0	0	1,530,000	1,370,000	1,210,000	1,215,000	1,055,000
TOTAL	\$1,955,000	\$1,670,000	\$1,530,000	\$1,370,000	\$1,400,000	\$1,215,000	\$1,055,000

CITY OF NEWARK, DELAWARE

2014 OPERATING BUDGET

CAPITAL PROJECTS FUND

Presented to City Council November 11, 2013

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

CAPITAL PROJECTS FUND

CAPITAL IMPROVEMENTS	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
9580 Consulting Fees	\$40,491	\$6,930	\$10,815	\$259,804	\$0	\$0	\$0
9620 Land & Land Improvement	166,061	697,187	630,051	2,185,677	697,000	657,952	419,500
9621 Buildings & Structures	19,926	123,124	(7,687)	8,700	55,255	201,824	413,200
9622 Machinery & Equipment	342,710	82,620	139,085	235,993	384,200	228,506	664,192
9623 Autos & Trucks	55,987	0	0	55,855	0	0	5,000
9624 Furniture & Fixtures	0	0	0	0	0	0	9,824
9720 CIP - Storm Sewers Material	0	10,551	7,599	35,322	190,000	59,806	200,000
9730 CIP - Stations Material	0	0	0	2,167,363	0	0	0
9760 CIP - Streets Material	0	452,560	966,740	0	315,000	1,754,699	152,969
9770 CIP - Street Lights Material	0	0	59,140	0	175,000	0	0
9870 CIP - Street Lights Labor	23,682	6,162	9,098	0	0	0	0
9960 CIP - Streets Contractual	844,847	0	0	0	0	0	0
TOTAL CAPITAL IMPROVEMENTS	\$1,493,704	\$1,379,134	\$1,814,841	\$4,948,714	\$1,816,455	\$2,902,787	\$1,864,685

EQUIPMENT REPLACEMENT	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
9622 Machinery & Equipment	\$0	\$0	\$0	\$223,154	\$0	\$0	\$183,913
9623 Autos & Trucks	288,919	288,290	493,160	439,049	871,500	495,338	1,146,500
TOTAL EQUIPMENT REPLACEMENT	\$288,919	\$288,290	\$493,160	\$662,203	\$871,500	\$495,338	\$1,330,413

CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014

2 / 2

CAPITAL PROJECTS FUND

CAPITAL PROJECT NUMBER	DESCRIPTION	GRANTS	CAPITAL RESERVES	OTHER SOURCES	CURRENT RESOURCES	EQUIPMENT REPLACEMENT
PUBLIC WORKS DEPARTMENT						
R1401	Solar Powered Compactors	\$0	\$0	\$0	\$180,000	\$0
R9401	Transfer Station Closure Costs	0	154,170	0	0	0
REQSF	Vehicle Replacement Program	0	0	0	0	825,000
H1401	Annual Street Program	515,000	402,726	0	82,274	0
H1402	ADA Handicap Ramp Transition Plan	0	19,305	0	70,695	0
H1301	Storm Drainage Improvements	0	0	0	200,000	0
H1302	Country Club Drive Traffic Calming	0	50,000	0	0	0
H1303	Cherry Hill Manor Service Road	0	350,000	0	0	0
H0206	Municipal Parking Lot Improvements	0	0	0	270,000	0
HEQSF	Vehicle Replacement Program	0	0	0	0	193,000
T0101	NPDES Phase II Stormwater Quality	0	40,000	0	0	0
TEQSF	Vehicle Replacement Program	0	0	0	0	26,500
TOTAL		\$515,000	\$1,016,201	\$0	\$802,969	\$1,044,500
POLICE DEPARTMENT						
C1401	Ballistic Vests	\$0	\$0	\$0	\$16,500	\$0
C1402	Video System Upgrade-Interview Rooms	0	0	0	0	41,285
C1403	T2Ticketing Software	0	0	0	65,000	0
C1002	Service Weapons	0	0	0	26,000	0
C0902	Carpet Replacement	0	20,776	0	9,824	0
CEQSF	Vehicle Replacement Program	0	0	0	0	87,000
TOTAL		\$0	\$20,776	\$0	\$117,324	\$128,285
PARKS & RECREATION DEPARTMENT						
K1301	Hard Surface Facility Improvements	\$0	\$0	\$0	\$30,000	\$0
K1302	Hill Park Baseball Field Drainage	78,500	86,350	0	0	0
K1303	Facilities Accessibility	0	0	0	45,000	0
K1305	Trail Improvements	32,500	0	0	0	0
K1204	Curtis Mill Park Improvements	692,364	612,530	0	32,500	0
K1102	Tennis/Basketball Court Lights	0	0	0	42,000	0
KEQSF	Vehicle Replacement Program	0	0	0	5,000	15,000
TOTAL		\$803,364	\$698,880	\$0	\$154,500	\$15,000
OTHER DEPARTMENTS						
A1401	Retrofit of Door Locks	\$0	\$0	\$0	\$200,000	\$0
A1403	Fire Suppression System Upgrade	0	0	0	26,400	0
A1404	Building Security Equipment	0	0	0	110,900	0
A1405	Server Room Upgrade	0	0	0	75,900	0
I1401	Virtualization Environment	0	0	0	102,300	0
I1403	Workstation Upgrades	0	0	0	0	93,000
I1404	ArcGIS Server	0	0	0	61,520	0
I1405	Enterprise Voice Phone System	0	0	0	50,372	49,628
I1406	Terminal Server Solution	0	0	0	17,500	0
F1401	iNova Harris System Integration	0	0	0	145,000	0
TOTAL		\$0	\$0	\$0	\$789,892	\$142,628
TOTAL CAPITAL PROJECTS FUND		\$1,318,364	\$1,735,857	\$0	\$1,864,685	\$1,330,413

CITY OF NEWARK, DELAWARE

2014 OPERATING BUDGET

COMMUNITY DEVELOPMENT FUND

Presented to City Council November 11, 2013

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

COMMUNITY DEVELOPMENT FUND

Expenditures:

Community Development Fund

COMMUNITY DEVELOPMENT	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
6030 Engineering/Technical	\$35,852	\$30,417	\$31,614	\$21,698	\$25,603	\$21,850	\$27,938
6610 Seasonal	7,192	6,348	5,644	6,753	0	0	0
6920 Unemployment Comp. Ins.	0	0	0	0	192	0	322
6930 Social Security Taxes	3,270	2,758	2,789	2,136	1,959	1,672	2,138
6941 Defined Contribution 401(a) Plan	0	0	0	166	0	1,326	2,096
6950 Term Life Insurance	325	326	326	284	135	260	148
6960 Group Hospitalization Ins.	10,688	11,221	12,498	7,910	3,829	5,210	2,880
6961 Long-Term Disability Ins.	96	96	96	107	51	100	56
6962 Dental Insurance	394	418	433	433	234	450	236
6964 Health Savings Account	0	0	0	1,500	0	750	750
6966 Retirement Health Savings Account	0	0	0	238	0	400	469
7130 Tools, Field Sup., & Small Eq.	5,367	464	0	0	0	0	0
7550 Miscellaneous Supplies	190	321	451	100	0	0	0
8500 Parks Maintenance	0	0	0	5,550	9,221	9,000	20,800
8810 CDBG - Housing	84,751	193,626	230,536	71,882	240,389	178,588	96,985
8811 CDBG - Social Services	24,646	50,616	34,052	31,906	44,300	30,000	81,000
8812 CDBG - Economic Development	0	0	1,740	0	2,000	2,000	12,000
9020 Mileage & Business Expense	123	345	575	525	1,000	600	1,000
9040 Dues/Conferences Expenses	45	420	0	225	600	420	600
9621 Buildings and Structures	76,955	55,514	50,265	4,698	30,000	31,787	30,000
TOTAL COMMUNITY DEVELOPMENT	\$249,894	\$352,890	\$371,019	\$156,111	\$359,513	\$284,413	\$279,418

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

COMMUNITY DEVELOPMENT FUND

Grant Funding:

Community Development Fund

<u>ESTIMATED ACTIVITY ALLOCATION (38TH AND 39TH PROGRAM YEAR)</u>	<u>38TH YEAR</u>	<u>39TH YEAR</u>
Façade Improvement Program	\$ 4,260	\$ -
Home Improvement Program	71,308	75,618
Chimes Group Home Improvement	7,000	-
Newark Day Nursery Daycare	30,000	30,000
Newark Energy Watch Program	12,885	-
Senior Home Repair Program	27,124	30,000
Parks & Recreation Fee Assistance	1,000	1,000
Youth Beautification Corps	9,221	7,000
Program Administration	37,369	50,000
NHA - Independence Circle Rehab	75,460	-
Homeward Bound	1,300	5,000
Public Works ADA Ramps	28,812	30,000
Handicap Chair Lift for Two Pools	7,000	-
Parks & Recreation Park Shelter Surfaces	18,000	-
Staff Delivery Services	28,774	-
Newark Senior Center NEW Program	-	15,000
Home Buyer Incentive Program	-	10,000
Park Equipment Replacement	-	13,800
Street/Parking Lot Repair-DE Valley Development Company	-	12,000
TOTAL	<u><u>\$ 359,513</u></u>	<u><u>\$ 279,418</u></u>

CITY OF NEWARK, DELAWARE

2014 OPERATING BUDGET

LAW ENFORCEMENT FUND

Presented to City Council November 11, 2013

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

LAW ENFORCEMENT FUND

Expenditures:

Law Enforcement Grants

LAW ENFORCEMENT GRANTS	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
6030 Engineering/Technical	\$0	\$11,768	\$11,209	\$44,828	\$45,960	\$45,960	\$46,644
6070 Police Officer	0	0	68,484	95,677	101,622	101,622	105,890
6600 Part-Time	25,156	22,753	0	0	0	0	0
6620 Overtime	87,169	66,836	82,123	53,918	136,196	75,000	109,555
6621 Shift Differential	0	0	0	465	50	1,200	0
6622 Holiday Premium	0	0	176	0	400	0	0
6920 Unemployment Comp. Ins.	0	0	651	976	1,149	1,149	1,929
6930 Social Security Taxes	8,519	7,671	12,287	14,705	21,743	17,119	20,049
6940 City Pension Plan	0	1,578	16,949	29,784	27,884	32,120	36,843
6950 Term Life Insurance	0	58	420	714	779	779	806
6960 Group Hospitalization Ins.	0	1,423	13,651	31,266	35,562	33,562	37,522
6961 Long-Term Disability Ins.	0	22	159	271	296	296	305
6962 Dental Insurance	0	303	1,065	2,528	2,731	2,731	2,722
6965 Post-Employment Benefits	0	0	0	0	9,504	9,500	10,199
7130 Small Equipment	55,263	61,465	3,932	19,607	20,000	16,000	15,600
7140 Uniforms	12,993	11,284	9,864	1,707	0	2,375	0
7150 Office Supplies	801	457	132	1,767	600	600	504
7160 Books, Periodicals, Etc.	0	972	0	0	0	0	0
7550 Miscellaneous Supplies	3,452	7,183	1,566	7,312	0	1,500	0
8020 Advertising	692	534	0	706	700	0	0
8050 Telephone Expense	0	209	123	503	580	670	505
8300 Machinery & Equip Contract Maint	0	1,034	0	22,985	0	0	0
8480 Communication Equip. Maint.	16,816	14,459	19,517	14,517	10,000	10,000	0
8550 Misc. Contracted Services	19,537	1,951	2,366	5,549	0	5,500	0
9040 Dues/Conferences Expenses	2,455	2,851	11,232	21,137	2,000	2,537	0
9070 Training	1,843	14,445	7,667	2,495	425	2,438	2,000
9621 Buildings & Structures	62,704	769	0	140	0	0	0
9622 Machinery & Equipment	234,048	266,397	118,705	117,886	0	64,707	0
9623 Autos & Trucks	199,675	199,675	0	39,103	0	0	0
TOTAL LAW ENFORCEMENT GRANTS	\$731,123	\$696,097	\$382,278	\$530,546	\$418,181	\$427,365	\$391,073

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

LAW ENFORCEMENT FUND

Expenditures:

Federally Forfeited Property

FED. FORFEITED PROPERTY	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
7130 Tools, Fld.Sup., Small Equipment	\$0	\$0	\$0	\$0	\$20,000	\$0	\$0
8130 Building & Equipment Rental	18,750	18,000	18,000	22,500	18,000	22,250	22,250
8480 Communication Equipment Maint	0	6,500	1,958	6,500	0	0	0
8550 Miscellaneous Contracted Svc	8,338	3,049	2,636	2,280	2,000	2,000	2,000
TOTAL FED FORFEITED PROPERTY	\$27,088	\$27,549	\$22,594	\$31,280	\$40,000	\$24,250	\$24,250

Law Enforcement Grants

<u>CURRENT GRANT PROGRAMS</u>	<u>PROJECTED AMOUNT AVAILABLE</u>
Drug Salle	9,000
CJC Victim Services Grant	74,808
SALLE	12,000
Occupant Protection	5,000
Motorcycle Safety	5,000
DEA Task Force	17,202
Impaired Driving	40,000
2011 Byrne Grant	2,292
2012 Byrne Grant	12,000
2013 Byrne Grant	23,148
COPS Hiring Grant	176,972
Distracted Driving	5,000
Pedestrian Safety	5,000
Federal Forfeited Funds	24,250
TOTAL	\$411,672 *

* Based on projected grant balance at 12/31/2013 and/or grant award amount for 2014

CITY OF NEWARK, DELAWARE

2014 OPERATING BUDGET

PUBLIC WORKS AND WATER RESOURCES
MAINTENANCE DIVISION

Presented to City Council November 11, 2013

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

MAINTENANCE FUND

Public Works and Water Resources - Maintenance Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
OPERATING EXPENSES							
Personnel Services	\$493,365	\$472,103	\$483,829	\$483,522	\$396,434	\$412,495	\$434,591
Materials and Supplies	608,306	677,578	781,901	855,785	759,200	764,200	759,180
Contractual Services	180,282	176,207	261,324	266,082	295,581	310,581	269,071
Other Charges	<u>13,318</u>	<u>12,524</u>	<u>11,122</u>	<u>8,075</u>	<u>6,200</u>	<u>6,118</u>	<u>13,392</u>
Subtotal	\$1,295,271	\$1,338,412	\$1,538,176	\$1,613,464	\$1,457,415	\$1,493,394	\$1,476,234
Inter-Dept. Charges	<u>(1,295,271)</u>	<u>(1,338,412)</u>	<u>(1,538,176)</u>	<u>(1,613,464)</u>	<u>(1,457,415)</u>	<u>(1,493,394)</u>	<u>(1,476,234)</u>
Total Operating Expenses	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

**PUBLIC WORKS & WATER RESOURCES DEPARTMENT
2014 WAGE AND SALARY BUDGET
PAGE 5 OF 6 - MAINTENANCE DIVISION**

POSITION	BUDGET ACCT	2013					TOTAL SALARY RATE AT 12/31/2013	2014				
		GRADE STEP	ANNUAL					GRADE STEP	ANNUAL			
			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS			REGULAR RATE	SERVICE AWARD	TOTAL AMOUNT	FT POS
CHIEF MECHANIC	6020	17- I	63,906	3,250	67,156	1.0	63,906	15-				
SENIOR MECHANIC II	6250							13- 5	59,389	3,355	62,744	1.0
SENIOR MECHANIC I	6250							13- 5	58,739	1,362	60,101	1.0
SENIOR MECHANIC I	6250	13- 5	58,736	1,265	60,001	1.0	58,739	11- 5	55,994	1,113	57,107	1.0
MECHANIC II	6250	11- 5	55,990	1,020	57,010	1.0	55,994	11- 5	55,994	1,113	57,107	1.0
MECHANIC II	6250	11- 5	55,640	0	55,640	1.0	55,644	11- 5	55,644	0	55,644	1.0
FULL TIME SUBTOTALS			234,272	5,535	239,807	4.0	234,283		229,766	5,830	235,596	4.0
TRANSITIONAL WAGES	6060											
TRANSITIONAL WAGES	6250											
OVERTIME	6620											
OTHER SUBTOTALS												
MAINTENANCE DEPARTMENT TOTALS			252,272	5,535	257,807	4.0	234,283	*	258,758	5,830	264,588	4.0

* Information purposes only. Total is not meaningful due to omitting "other" wage types.

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

MAINTENANCE FUND

Expenditures:

Public Works and Water Resources - Maintenance Division

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
PERSONNEL SERVICES							
6020 Supervisory	\$62,673	\$62,673	\$62,673	\$63,949	\$63,906	\$63,906	\$0
6250 Mechanics	211,801	216,670	217,433	210,421	170,366	173,440	238,758
6580 Service Award	4,992	3,813	4,010	5,199	5,535	5,535	5,830
6590 Sick Pay	3,047	3,823	3,768	3,787	3,499	4,328	4,570
6620 Overtime	14,951	22,501	15,775	18,037	18,000	24,000	20,000
6880 Uniform Allowances	0	0	0	0	0	167	0
6881 Tool Allowance	0	0	450	1,000	500	500	500
6920 Unemployment Comp. Ins.	1,710	1,517	1,757	1,759	1,532	1,532	2,572
6930 Social Security Taxes	25,330	23,346	22,377	25,044	20,027	20,800	20,629
6940 City Pension Plan	37,128	49,492	61,213	65,530	48,456	55,817	60,799
6950 Term Life Insurance	1,663	1,463	1,476	1,475	1,237	1,220	1,214
6960 Group Hospitalization Ins.	54,313	53,372	60,057	54,840	45,131	43,090	60,323
6961 Long-Term Disability Ins.	572	480	480	559	468	460	459
6962 Dental Insurance	4,226	3,260	3,377	3,260	2,689	2,610	3,575
6965 Post-Employment Benefits	34,684	29,693	28,983	28,662	15,088	15,090	15,362
TOTAL PERSONNEL SERVICES	\$493,365	\$472,103	\$483,829	\$483,522	\$396,434	\$412,495	\$434,591

	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
MATERIALS AND SUPPLIES							
7020 Heating Fuel	\$7,622	\$10,657	\$6,733	\$6,901	\$8,000	\$10,000	\$8,000
7060 Tire & Tire Repair Expense	67,902	61,442	64,498	68,136	60,000	60,000	60,000
7070 Gasoline, Oil, Coolant, Etc.	313,633	389,249	520,294	545,075	496,250	510,000	496,230
7110 Safety Shoes & Supplies	1,097	937	992	1,211	1,000	1,000	1,000
7130 Tools, Field Sup., & Small Eq.	7,632	12,617	7,046	11,064	9,000	5,000	9,000
7140 Uniforms	1,630	1,306	534	136	1,500	200	1,500
7150 Office Supplies	391	205	7	19	200	0	200
7230 Janitorial Supplies	15,200	19,641	16,133	19,581	17,000	17,000	17,000
7250 Buildings and Grounds Maint.	14,751	300	929	0	0	500	0
7300 Machinery & Equip. Maintenance	609	1,228	794	913	1,000	500	1,000
7310 Vehicle Maintenance	176,922	179,723	163,788	202,340	165,000	160,000	165,000
7550 Miscellaneous Supplies	336	273	153	409	250	0	250
7870 Railroad Station Maintenance	581	0	0	0	0	0	0
TOTAL MATERIALS & SUPPLIES	\$608,306	\$677,578	\$781,901	\$855,785	\$759,200	\$764,200	\$759,180

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

MAINTENANCE FUND

Expenditures:

Public Works and Water Resources - Maintenance Division

CONTRACTUAL SERVICES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
8030 Casualty Insurance	\$39,543	\$47,916	\$44,216	\$46,741	\$49,981	\$49,981	\$56,871
8050 Telephone	1,106	628	584	388	600	600	600
8131 Information Technology Cont'l	0	0	0	0	0	0	600
8230 Janitorial Service	33,455	32,888	64,884	65,026	68,000	68,000	68,000
8250 Buildings and Grounds Maint.	70,510	51,502	93,812	79,466	85,000	85,000	80,000
8300 Machinery & Equip. Maintenance	1,792	801	641	1,124	1,000	3,000	1,000
8310 Vehicle Maintenance	29,225	40,165	51,694	70,295	50,000	60,000	60,000
8311 Vehicle Accidents	2,619	331	5,458	3,042	0	3,000	2,000
8480 Communication Equip	105	0	0	0	0	0	0
8550 Misc. Contracted Services	0	25	35	0	29,000	29,000	0
8870 Railroad Station Maintenance	1,927	1,951	0	0	12,000	12,000	0
TOTAL CONTRACTUAL SERVICES	\$180,282	\$176,207	\$261,324	\$266,082	\$295,581	\$310,581	\$269,071

OTHER CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
9020 Mileage & Small Bus. Expense	\$5	\$0	\$23	\$116	\$200	\$100	\$200
9060 Depreciation Expense	11,925	10,256	9,886	6,959	4,000	4,018	6,192
9070 Training	1,388	2,268	1,213	1,000	2,000	2,000	2,000
9099 Contingencies	0	0	0	0	0	0	5,000
TOTAL OTHER CHARGES	\$13,318	\$12,524	\$11,122	\$8,075	\$6,200	\$6,118	\$13,392

INTER-DEPT. CHARGES	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
Vehicles and Equipment	(\$1,067,306)	(\$1,269,729)	(\$1,435,975)	(\$1,504,442)	(\$1,251,752)	(\$1,295,066)	(\$1,289,256)
Buildings and Grounds	(328,991)	(160,049)	(220,922)	(210,111)	(238,408)	(246,486)	(234,579)
Electricity	101,600	98,859	97,736	77,601	8,427	7,505	7,108
Billings & Accounting	0	0	0	33,081	28,518	39,053	38,493
Other Indirect Charges	(574)	(7,493)	20,985	(9,593)	(4,200)	1,600	2,000
TOTAL INTER-DEPT. CHARGES	(\$1,295,271)	(\$1,338,412)	(\$1,538,176)	(\$1,613,464)	(\$1,457,415)	(\$1,493,394)	(\$1,476,234)

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

MAINTENANCE FUND

Public Works and Water Resources - Maintenance Division

CAPITAL PROJECTS BUDGET	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
9580 Capital Project Consulting Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
9620 Land Improvements	0	0	0	0	25,000	0	0
9621 Buildings & Structures	0	0	0	8,700	20,000	73,849	0
9622 Machinery & Equipment	0	10,810	0	0	0	0	30,000
TOTAL CAPITAL PROJECTS BUDGET	\$0	\$10,810	\$0	\$8,700	\$45,000	\$73,849	\$30,000
CAPITAL PROJECT NUMBER & DESCRIPTION	<u>GRANTS</u>	<u>CAPITAL RESERVES</u>	<u>CAPITAL RESERVES</u>	<u>CURRENT RESOURCES</u>	<u>EQUIPMENT REPLACEMENT</u>		
M1402 Repairs to Large Vehicle Lift System	\$0	\$0	\$0	\$30,000	\$0		
TOTAL MAINTENANCE FUND	\$0	\$0	\$0	\$30,000	\$0		

CITY OF NEWARK, DELAWARE

2014 OPERATING BUDGET

INSURANCE FUND

Presented to City Council November 11, 2013

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

INSURANCE FUND

Expenditures:

Self Insurance

SELF INSURANCE	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
8162 Legal/Consulting Service	\$6,222	\$0	\$0	\$0	\$10,000	\$1,000	\$10,000
8891 Claims - Medical	20,604	38,068	24,514	18,583	25,000	10,000	25,000
8893 Claims - Disability	1,974	0	0	0	35,000	0	35,000
8894 Claims - Liability	13,925	5,710	74,914	70,670	100,000	25,000	100,000
8895 Claims - Permanent Impairment	0	43,164	69,586	0	75,000	40,814	75,000
TOTAL SELF-INSURANCE	<u>\$42,725</u>	<u>\$86,942</u>	<u>\$169,014</u>	<u>\$89,253</u>	<u>\$245,000</u>	<u>\$76,814</u>	<u>\$245,000</u>

CITY OF NEWARK, DELAWARE

2014 OPERATING BUDGET

OTHER POST- EMPLOYMENT BENEFITS FUND

Presented to City Council November 11, 2013

**CITY OF NEWARK, DELAWARE
OPERATING BUDGET - 2014**

OTHER POST-EMPLOYMENT BENEFITS FUND

Expenditures:

Other Post-Employment Benefits

POST-EMPLOYMENT BENEFITS	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	BUDGET 2013	PROJECTED 2013	BUDGET 2014
6960 Group Hospitalization Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
6991 Retiree Health Insurance	146,996	173,632	171,182	205,883	195,872	244,000	274,988
6992 Retiree/Spouse Health Insurance	54,971	66,751	64,317	69,784	77,168	76,000	85,652
6994 Retiree Dental Insurance	16,522	19,251	18,450	19,852	19,037	23,000	23,805
6995 Retiree Life Insurance	557	1,157	1,174	1,179	1,246	1,300	1,300
8930 OPEB Administrative Expense	1,241	3,148	5,988	6,500	5,190	5,190	5,190
8980 Actuary Expenses	23,108	0	19,219	0	0	25,000	0
TOTAL SELF-INSURANCE	\$243,395	\$263,939	\$280,330	\$303,198	\$298,513	\$374,490	\$390,935